

## CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in The Common Room, Common Road, Chorleywood, on  
Tuesday 28<sup>th</sup> July 2020

### MEMBERSHIP & ATTENDANCE

Chair: Debbie Rosario

Councillors:	* Iain Blythe (VZ)	Ken Morris
	* Tony Edwards (VZ)	* Colin Payne
	* Zenab Haji-Ismael Raj Khiroya	* Alison Preedy * Steve Rooker
	* Richard Killick (VZ)	* Steve Watkins
	* Rodney Kipps (VZ)	* Jane White
	* Stuart Marshall (VZ)	* Jackie Worrall

(VZ) – Via Zoom due to COVID-19 Pandemic

\* Denotes Member present

Officers Present: \* Yvonne Merritt – Clerk  
\* Claire James – Deputy Clerk  
Michelle Putman – Admin Officer

There was one member of the public present at the meeting and two via Zoom.

In the absence of Cllr Debbie Rosario, Chair of the Council, due to ill health, the Vice Chair of the Council Cllr Steve Watkins chaired the meeting.

### **20/40 PUBLIC FORUM**

One member of the public addressed the Council on the background to the Chorleywood Community Initiatives – Protect Chorleywood’s Green Belt Campaign and reasons for the grant funding application that had been made and was considered later on the agenda (Minute 20/53).

### **20/41 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS**

There were no District or County Cllrs present and no representations received.

### **20/42 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Raj Khiroya, Ken Morris and Debbie Rosario.

### **20/43 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no declarations of interest or dispensation.

### **20/44 APPROVAL OF MINUTES**

The minutes of the Full Council Meeting of the 23<sup>rd</sup> June and the Extra Ordinary Council Meeting of the 14<sup>th</sup> July were approved as a true and correct record and duly signed.

## **20/45 MATTERS ARISING FROM THE PREVIOUS MEETING**

### **Full Council 23.06.20**

**Minute 20/24** It had been agreed that committee meetings were to be cancelled until September (with the exception of Planning) and in response to a Member's question, discussion took place on the plans for September onwards. It was noted that the Halls were to re-open in September and with bookings already made, Council and committee meetings would need to move back to the Common Room which was more limited in terms of space, particularly for members of the public attending meetings. There was a strong view expressed that several months had been lost on discussing key tasks e.g. Four Year vision and Health and Safety documentation and that a Full Council meeting Agenda was too large to cover these items in the first instance. It was noted however that Open Spaces and Halls items had been adequately covered as necessary at Full Council to date. All Members agreed that Cllr Jackie Worrall would send a round robin email to all Cllrs seeking views on the way forward.

**Minute 20/33** The Clerk advised that many local halls were introducing a cleaning charge due to the extra cleaning requirements resulting from the current COVID pandemic with everything having to be sanitised after each booking.

The Council

### **RESOLVED**

That a cleaning charge of £25 be applied to all bookings where equipment and the kitchen were used.

This was proposed from the Chair and carried unanimously.

### **Extra Ordinary Full Council 14.07.20**

**Minute 20/28 Planning Considerations** – the text in red was confirmed to be 50 dwellings per hectare

## **20/46 CHAIR'S ANNOUNCEMENTS**

As the Chair was unable to be present there were no announcements made.

## **20/47 QUESTIONS UNDER STANDING ORDER 9**

There had been no questions raised under Standing Order 9.

## **20/48 CLERKS AND OFFICERS REPORT**

**Neighbourhood Development Plan:** The Clerk advised Members of the current situation with the Neighbourhood Development Plan. There were a couple of rewordings from the Independent Examiner that the group were unhappy with but if they had been changed then the plan would have had to be withdrawn. When considered by the Planning Committee they had agreed that the plan was sufficiently strong and should go forward and not be withdrawn which would result in having to restart the whole consultation process. The Clerk further advised that the Plan was currently scheduled to go to public referendum in May 2021, but it was possible that this may come forward to November/December 2020.

**Cricket Club Planning Application:** The Clerk advised that the Solicitor had highlighted several concerns arising from the Section 106 agreement that were currently being worked through. It was in the interests of the Parish Council to get the funding issues formally clarified between the Cricket Club and MissionEmployAble as failure to do this could, in extreme circumstances, leave the Council exposed. The Clerk also advised that there was a potential that the ultimate ownership of the building was with the Parish Council, the Council needed to employ a Project Manager for the build and the Council's Surveyor could and would perform this role. The Solicitor had also advised that a 99-year lease was no longer acceptable under new legislation and would have to be re-negotiated. The Clerk advised that she had met with Cllr Raj Khiroya who was experienced in such matters and he had agreed with the Solicitor's concerns. The Clerk advised that the Cricket Club had previously stated that they would cover reasonable legal costs of the Council but in the light of the issues raised this may need to be negotiated.

**Computers:** Members were advised that the new server had been installed and been synchronised with the old one and it was hoped that the new PCs would be installed in the following week.

**Common parking:** It was noted that the parking scheme in the permissive parking areas on the Common had been suspended since March due to the COVID pandemic but that with schools planning to re-open in September and possibly more businesses opening up the Council needed to consider when the scheme should be re-instated.

The Council

**RESOLVED**

That the parking scheme be re-instated from September with a 2 week lead in with publicity via social media, website etc.

This was proposed by Cllr Tony Edwards, seconded by Cllr Alison Preedy and carried unanimously.

The Council

**RESOLVED**

To note the report.

## **20/49 COMMITTEE MINUTES**

**Planning 21<sup>ST</sup> July 2020** Cllr Zenab Haji-Ismail presented the minutes of this meeting and the Recommendation made to Full Council:

**That an approach is made to all Parish Councils within Three Rivers to discuss TRDC's failure to implement the Local Plan and to collectively put pressure on District Councillors, MPs and Officers to address progress of the Local Plan as a matter of urgency.**

It was noted that the lack of the District Local Plan affected all parishes, not just Chorleywood and that it would be a stronger message coming from all parishes. The Clerk advised that she had spoken to the majority of the other Parishes and all were in favour of supporting such an approach. There was growing pressure on the need for the new plan given the recent planning applications considered.

The Council

**RESOLVED**

That the Council would write to TRDC on behalf of all the Parishes to urge discussion and progress on the Local Plan

This was proposed by Cllr Zenab Haji-Ismail, seconded by Cllr Jackie Worrall and carried with all in favour bar one abstention.

It was noted that the Planning committee had raised the issue of traffic in Chorleywood under the Four Year Visions and plans to undertake a Traffic survey which was also being proposed by the Chorleywood Community Initiatives – Save the Green Belt Campaign.

Cllr Stuart Marshall thanked Cllr Zenab Haji-Ismail for her forward-looking chairing of the Planning Committee and her impressive report produced to raise the Council's objections to TRDC regarding the recent planning applications at Green Street, Chorleywood.

## **20/50 ACCOUNTS FOR PAYMENT**

Members discussed the effect of the pandemic on the income and expenditure of both the Village Halls and the Parish. The Clerk advised that she had written to TRDC to apply for some funding available under a national initiative as the Halls were currently heading for a £30K loss at the end of the year. Income for the Parish however was a little healthier with some budget lines currently showing an increase. It was noted

that whilst the Halls were closed, some activities were taking place on the Common for which the usual licence fee was payable.

The Council

**RESOLVED**

To note the report.

**20/51 CO-OPTION OF COUNCILLORS**

Unfortunately, neither of the candidates being considered for Co-option as Cllrs onto the Council were able to attend the meeting but application forms had been submitted by both with details of what skills and experience they felt they could bring to the Council. Several Cllrs confirmed that they knew one or both individuals and supported their applications believing that they would be an asset to the Council with their background and experience. It was noted that one of the candidates had also attended several Council and committee meetings earlier in the year. They both understood that the co-option was only until the next elections in 2022 when all Cllrs would be up for re-election.

The Council

**RESOLVED**

To accept the two applications and to co-opt Marion Bryan onto the Council as a Councillor to take up the vacancy in Chorleywood North Ward and Kate McGee as a Councillor to take up the vacancy in Chorleywood South Ward.

This was proposed from the Chair and carried unanimously

**20/52 YEAR END ACCOUNTS FOR 2019/20**

It was noted that the increase in balances was due to the building alterations at South Lodge not yet being undertaken.

The Council

**RESOLVED**

To approve the Year End Accounts for 2019/20

For the Chairman to sign the Annual Governance and Accountability Return for 19/20

This was proposed by Cllr Jackie Worrall, seconded by Cllr Jane White and carried unanimously.

**20/53 APPLICATION FOR GRANT FUNDING**

Members discussed the application for grant funding confirming that the Parish Council would not be open to accusations of political bias and noting that several of the aims of the group were also the aims of the Parish Council e.g. the support of residents. It was further noted that the first two principles of the Neighbourhood Development Plan were to protect the Green Belt and protect the AONB in Chorleywood which further matched the objective of this group. The Clerk confirmed that under the Council's General Power of Competence it has the legal right to grant fund such a body. There was some dissention with some of the views expressed.

The Council

**RESOLVED**

That the Council approve the grant funding of £1518 to the Chorleywood Community Initiatives – Protect Chorleywood's Green Belt Campaign under the Charities Act 2006 Section 2 13.2 (i).

This was proposed by Cllr Zenab Haji-Ismail, seconded by Cllr Jane White and carried with all in favour bar one abstention.

## Planning

### 20/54 COMPLAINT FROM A MEMBER OF THE PUBLIC REGARDING CONDUCT FROM MEMBERS AT A PLANNING MEETING

It was noted that the Clerk had received a formal letter of Complaint from a parishioner regarding the behaviour of Cllrs at the Planning Meeting dated 30<sup>th</sup> June 2020 which had also been referred to the Monitoring Officer at TRDC. The Clerk, as part of the complaints procedure, had responded to both the complainant and the Monitoring Officer and the case had been closed.

## P&R Reports

### 20/55 RESULT OF INSURANCE CLAIM

Members noted that the insurance claim had been settled but expressed displeasure that the insurance company had chosen not to challenge the claim. The Insurers had given the reason that it was not worth their time to pursue the case which had also disappointed the Council's Insurance Brokers. It was noted that as a result of this claim, it had been necessary to remove all the hanging baskets provided by the Parish Council in the Village which had been a very attractive addition to the Village

### 20/56 PARISH COUNCIL INSURANCE PREMIUM RENEWAL

The three quotes received from the Council's Insurance brokers were considered and the differences in the make up and individual amounts covered by the Clerk. She advised that Came and Company were confident that the cheaper quote would give the Parish Council the cover that is required. It was confirmed that under the 3-year discounted deal offered by Hiscox that the saving of £783.96 was per year and not a one off saving. It was also confirmed that the three-year contract was fixed and any claims made during this period would not raise the premiums payable. The Clerk did advise Members that it would be necessary for the War Memorial Hall to be alarmed in some form but that this could be done for a small cost.

The Council

#### **RESOLVED**

That the three-year quote for cover by Hiscox be accepted for the insurance of the Parish Council and its assets.

This was proposed by Cllr Rodney Kipps, seconded by Cllr Alison Preedy and carried unanimously.

### 20/57 CLOSURE

The meeting having started at 7.30pm, closed at 8.23pm

These minutes have been checked by the Chairman.

Signed .....Approved via email ..... Dated .....3.8.20.....

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

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

## SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 2 Local Council Award Scheme	Resolution	That the Council works towards accreditation at the Quality Award level of the Local Council Award Scheme with Cllr Jane White as the Lead Councillor <b>Ongoing</b>	Cllr Jane White, Officers
19/65 Representation from District and County Cllrs	Action	To write to Cllr Phil Williams re the street light proposals for the road alongside the War Memorial Hall permissive parking area <b>Ongoing</b>	The Clerk
20/23 Clerks Report	Action	When the risk assessments for the Halls were completed before they are re-opened these should also be put on the website. <b>Ongoing</b>	Deputy Clerk
20/30 Common Signage	Action	To obtain quotes for cycle racks to be placed in the Permissive Parking areas. <b>Ongoing</b>	The Clerk
20/45 Matters Arising	Action	Cllr Jackie Worrall to send a round robin to all Cllrs seeking views on the way forward with Council and Committee meetings during the continuing COVID-19 pandemic. <b>New</b>	Cllr Jackie Worrall

**Note: Completed actions will be removed one meeting after completion has been recorded.**

## **CHORLEYWOOD PARISH COUNCIL**

**FULL COUNCIL MEETING**

**Agenda Item 9.**

**Date: TUESDAY 6<sup>th</sup> OCTOBER 2020**

**Subject: CLERK and OFFICERS REPORT**

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COVID 19 has radically changed the way in which we, as a Parish Council have had to work. This has been a challenging time for everyone – as Clerk to the Council I would like to thank all the staff for their resilience, adaptability and commitment to the Council, in what has been difficult times. I would also like to thank Councillors for their continued support and care for the wellbeing of staff.

### **Policy and Resources**

**Staff** – The Parish Office is now open daily from 9am – 1pm and officers are taking it in turns to work in the office allowing again for social distancing. The Rangers are continuing to work in the cemetery and to try to keep up with the litter on the Common. The signs for the Common have been ordered and these include the new no cycling signs.

**Audit and Financial information** – The External Auditors have receipt of the Accounts for 2019/20. The Charity Accounts for the same period are still to be audited, but this accounting period is different, and the return is not due until December 2020.

**Computers** – The new computers have been installed in the office. The tablets are being configured and should be allocated in the very near future.

**Christmas Lights** – The Christmas lights have been installed ready for the switch on for 23<sup>rd</sup> November 2020. This has been carried out early to pre-empt any future lockdowns.

**Scarecrow Trail** – This years event is anything to do with COVID 19/lockdown so the Parish Council have entered three scarecrows

1. The Good – outside of the office – Bee keeping and the honey
2. The Bad – a womble on the common in a Parish uniform with bags of litter
3. The Ugly – a scarecrow at the Bullsland Hall showing the excesses of eating and drinking too much and stock piling of toilet rolls.

Please don't forget to look at our efforts and vote!

### **Open Spaces**

**Report from Rangers** - The Cattle grazing is going well. There have been a few minor issues with the cable and a new energiser has been installed but otherwise they are doing a good job. The relationship with the new grazier is going very well with good communication and responsiveness. A Slow worm study is being undertaken by an independent ecology company with the view to translocate a population of slowworms from Watford onto the Common in 2021.

There have been multiple Ranger led Scout walks being undertaken in the evenings across Sept and Oct.

The New Wildwood Den is complete and awaiting sign-off by ROSPA.

The cut and collect is complete. Rangers are awaiting the contractor to return to undertake flail cutting and some hedge and scrub boundary cuts on Common and DKL allotments.

The Flytip on the Common by Shepherds Bridge was assessed and cleared by Three Rivers. Fixed Penalty Notice issued to a resident in Chesham whose name and address was found amongst the rubbish.

Common Rangers continue to assist in the cemetery for burials and maintenance as required.

Logs have been installed outside Black Horse to prevent double parking and maintain access for residents.

**Common Parking** – The controlled parking scheme at the permissive parking areas of The War Memorial Hall and Shepherds Bridge have commenced again following a three week lead and vehicles without tickets will be fined. There has been publicity on the website, posters and social media. The machine at the Old Shepherd is still suspended as the machine is not working.

**Cemetery** – The cemetery has been busy with 13 internments since the last meeting. The Cemetery hedge is having its annual cut which takes about three weeks to achieve. The beehive has been closed for the winter.

**Cricket Club Planning Application** – Little progress has been made since the last meeting however, ME and the Cricket Club have engaged a solicitor. The Parish Council Solicitor and the Legal representative from Three Rivers have also had a discussion about the planning status. The Parish Council is yet to receive any formal information regarding the lease arrangements and legal status between ME and the Cricket Club. Until the Parish Council's Solicitor is happy with the arrangements which do not leave the Parish exposed, we are not in a position to sign the S106.

**Half Term Events** – Officers are considering offering a half term event on the Common for local children – which will include a treasure/scavenger hunt on the Common with a pumpkin as the prize to take away to carve at home. This is a scaled down version of what we intended but it would be nice to be able to do something. This will of course depend on the status of COVID 19 at the time and government guidance.

### Planning

**Neighbourhood Development Plan** – There is a recommendation to the Council to accept the final draft. The Planning Committee at TRDC have also made recommendation to their Full Council to accept the plan. Once approved the plan will be put to the Parish to decide by way of referendum if they wish to accept this. It is likely that this will not be until May 2021, unless guidelines change.

### Village Halls

**Village Halls** – The Village Halls are now taking limited bookings that fit within the regulations. There is now a full Track and Trace system in place at all the halls.



**Complaints and Freedom of Information request** – The Parish Council have received a formal complaint about the unprofessional behaviour of Councillors at a Planning meeting which was dealt with by the Monitoring Officer at TRDC who following an investigation advised that there was no case to answer and closed the complaint.

The Parish Council has received the following email of thanks

I am writing to express my thanks for all the hard work that has gone on over the spring and summer by officers and councillors and how lucky we have been in Chorleywood to have the Parish Council

Firstly thank you for keeping the office open and contactable during the lockdown. It was sad that so many planned events had to be cancelled but hopefully 2021 will be better.

The lawn cemetery has looked lovely, it must mean a great deal in this time of small funerals.

I've never seen so many gardeners at the allotments in Dog Kennel Lane, everyone there has said that their allotments have been a great relief.

The Common also had many more people visiting, it has been great to see so many people young and old appreciating it, especially young families who have been there on foot for the first time. The wooden play structures have been a great success and didn't have to be roped off.

So many people have remarked how lucky we are to have the Common and how they didn't realise how wonderful it was before the lockdown.

The rangers have done a great job in managing the extra litter.

I hope that if anyone questions the precept in the future they remember how much we all gained mentally and physically from our lovely, special and well kept open spaces.

Thank you all once again.

## **Training undertaken, and outside meetings attended since the last meeting**

### **Meetings – CRA meeting about New and Main Parade**

**Various meetings with the Cricket Club and about the Cricket Club with legal advisors**

**Neighbourhood Planning Meeting Via Zoom.**

### **Training - Effective Communication after COVID webinar**

**HAPTC Zoom with HCC about proposals for a unitary authority**

### **Dates for your Diary – None at present**

**REPORT OF THE NEIGHBOURHOOD DEVELOPMENT PLAN ADVISORY COMMITTEE  
HELD ON 8<sup>th</sup> SEPTEMBER 2020**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* Vivien Lantree (VL)

**Councillors** \* Zenab Haji-Ismail (ZHI)  
\* Steve Watkins (SW)  
\* Jackie Worrall (JW)

**Committee Members**

\* Jon Bishop (JB)  
Richard Dwyer (RD)  
\* Gareth Hunt (GH)  
Robert Mann (RM)  
Alan Manson (AM)

\* Denotes members present

**Officers present** Yvonne Merritt – Clerk (YM)

This meeting was taken place via Zoom

The purpose of this meeting was to discuss the outcome of the Independent Assessors Comments and Amendments to the Plan, with the purpose of making a recommendation to Full Council.

**20/01 APOLOGIES FOR ABSENCE**

There were apologies for absence from Richard Dwyer, Robert Mann and Alan Manson.

**20/02 NDP INDEPENDENT EXAMINERS REPORT.**

The Independent Examiners Report had been circulated together with the amended draft. Some disappointment was voiced on the Examiners conclusions relating to the Flatted Developments (Policy 5) and protection of the Nature Conservation Sites (Policy 9)

RM and AM sent through their comments via email before the meeting for consideration.

GH, RM and AM all voiced concerns regarding the change of wording for Policy 5 – however after discussion it was acknowledged that there were already four storey developments within the village centre, and that the planning policy was changing to allow higher developments. It was agreed that there were other policies within the plan that could mitigate against high rise developments, and the mention of the topography within the area would act as mitigation.

RM also was concerned about the deletion of policy 9.1 regarding the Protection of Nature Conservation Sites. The essence of this policy is covered in the NPPF and the wording used within 9.1 would not be defensible in court. The mitigation suggested was to add the desire to making Grove Wood and Warings Field Designated

Local Nature Reserves as Community Aspirations. This was a project that could be taken on by the Open Spaces Committee as part of their Four Year Vision. Members also spoke of the positives within the report and its relation to the proposed larger development within the Plan and it was agreed that the majority of policies remained.

The Clerk advised that if the Advisory Group were minded to reject the Independent Examiners amendments, that the process would have to start again with rounds of public consultation, and costs associated with it. There was no guarantee that it would be approved on the second attempt and with the Planning legislation changing on a regular basis it could be a difficult process, which was likely to take between 18 months and two years. With the pressure on Chorleywood to develop this may not be the best way forward.

JW advised that this was a living document and there were various aspects that the Parish Council Planning Committee were already taking forward as part of their Four Year Vision which would, in time, add to the plan.

During the Green Street consultation, many of the concerns from local residents were addressed within the plan, especially about the rural feel, density and design.

The Clerk also advised that the draft plan had been accepted at TRDC Policy and Resources Committee with a recommendation to approve at Full Council. It was extremely unusual for a NDP to be passed at the first attempt and Members of the Committee should feel proud of what they had achieved.

**20/03 THE NEXT STEPS**

That the Neighbourhood Development Plan Advisory Group

**Recommend to Full Council**

That on balance, the Neighbourhood Development Plan Advisory Group accept the Independent Examiners amendments and recommend that the Chorleywood Neighbourhood Development Plan be approved to go forward for referendum.

**20/04 CLOSURE**

The meeting having commenced at 7.30 pm closed at 8.15 pm.

Signed ..... These minutes have been approved...via email..... Date 14.9.20.....

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

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

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 15<sup>TH</sup> SEPTEMBER 2020**  
**MEMBERSHIP & ATTENDANCE**

- Chair:** \* **Debbie Rosario**
- Councillors:** \* **Tony Edwards**  
\* **Zenab Haji-Ismail**  
\* **Raj Khiroya**  
**Rodney Kipps**  
\* **Alison Preedy**  
\* **Steve Watkins**  
\* **Jane White**  
\* **Jackie Worrall**

\*Denotes members present

**Officers Present:** **Yvonne Merritt – Clerk to the Council**  
**Claire James – Deputy Clerk**

**There were no members of the public present and all attendance was via Zoom.**

**20/01 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllr Rodney Kipps

**20/02 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no Declarations of Interest or Dispensations.

**20/03 APPROVAL OF MINUTES**

The Committee

**RESOLVED**

That the minutes of the meeting dated 24<sup>th</sup> March 2020, postponed until 19<sup>th</sup> May and taken as part of the Full Council meeting on 19<sup>th</sup> May 2020 be approved as a true and correct record to be signed.

**20/04 MATTERS ARISING FROM THE MINUTES**

The Clerk advised that the Cllrs computer tablets were currently being configured and email access set up and would be with Cllrs before the meeting of Full Council on the 6<sup>th</sup> October 2020.

**20/09 CLERKS REPORT - Chorleywood Cricket Club Application**

Cllr Jackie Worrall updated Members on the current situation. Terms of Reference of the Cricket Club Advisory Committee had been drafted and a meeting of the group had been attempted by Zoom but was not held due to unavailability of members. Cllr Raj Khiroya had spoken to TRDC on planning principles and thanks were expressed to him for acting as a go between. Members were advised that there was not yet a

legal agreement in place between the Cricket Club and Mission Employable and that until there was, the S106 could not be signed. It was noted that the Cricket Club now had a Solicitor working for them and Mission Employable and they had been in touch with the Council's Solicitor. It was suggested that the Council did not spend any more money on legal costs until the required documents, advised by several letters to the Cricket Club were in provided and that from now on the Cricket Club should pay all reasonable legal expenses of the Council which was agreed by Members.

The proposed cost of the building surprised many Members but it was noted that this may include set up costs as well as the actual building costs and was a budget only as tenders had not yet been issued. It was noted that visibility of the costs would be possible at a later stage. Members were concerned over the liabilities to the Parish Council if the building was started but not completed with loans outstanding and it was noted that the Cricket Club could take out insurance against such a scenario which would remove the financial risk from the Council

**20/13 COUNCILLOR RESIGNATIONS** – The Clerk advised that one of the people co-opted as a Cllr at the Full Council Meeting on the 28<sup>th</sup> July was now unable to take up the role due to personal circumstances, however the other person co-opted at the meeting Marion Bryan was still keen to pick up the role although circumstances had prevented hr being to able to sign the necessary declaration yet. The Clerk advised that she had received another application for Co-option which would be taken at the next Full Council meeting on the 6<sup>th</sup> October.

#### **20/05 FINANCIAL COMPARISON STATEMENT 2019/20**

The Clerk advised that at the start of lockdown due to the Coronavirus pandemic, an application for Government Funding for Charities of £10K had been successful and had been used against the loss of income from the Hollybush Hall. It was noted that the Hollybush and CKTS were up and running again and full rent would be charged for the second half of the year. She advised that due to the closure of the Halls from the start of the year lettings at the half year were at 1% although due to the budget position of the Halls at the start of the year it was currently in a reasonable financial position. The same could not be said however for the Parish. She advised that a report would be written for Full Council in which a number of options for plugging the gap on the Council's finances due to COVID19 pandemic would be laid out. It was noted that CIL money had to used on Capital projects and could not be used for this purpose. In response to a Member's question, the Clerk confirmed that the overspends on Health and Safety budget lines had been due to expenditure on PPE and equipment required due to COVID-19.

The Committee

**RESOLVED**

To note the report

#### **20/06 COMMUNITY INFRASTRUCTURE LEVY (CIL)REPORT**

Members were advised that CIL money was to be used for the benefit of the Community and Members discussed whether there was anything in the current 4-year vision that would be suitable, noting that it had

to be used for capital expenditure not current. On this basis a request from the Chorleywood Residents Association for funding from CIL for planting in the Village would have to be refused as it was not capital expenditure. It was noted that works to the War Memorial Hall which involved capital could be funded, for example if a new environmentally friendly heating system was to be installed, but general maintenance e.g. painting was classed as revenue expenditure and could not therefore be funded. These statements were confirmed by a Member who had been a CIL Officer.

The Committee

**RESOLVED**

To accept the report

This was proposed from the Chair and carried unanimously.

**20/07 HEALTH AND SAFETY POLICY**

Cllr Jackie Worrall, as lead Cllr for H&S, briefed Members on the document which was an update from the previous version agreed by P&R, advising that the format had been updated and a number of incomplete items now filled in.

Cllr Tony Edwards noted that there were several very hefty documents presented to this meeting which clearly represented a lot of work by a number of individuals, Cllrs and Officers, for which he asked thanks to be recorded.

The Committee

**RESOLVED**

To adopt the Health and Safety Policy as presented at Issue 1 dated March 20.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Debbie Rosario and carried unanimously.

**20/08 EMPLOYEE HANDBOOK**

Members were advised that this document pulled together a number of separate documents with a format in line with that of the H&S Policy to be used by existing and new employees of the Council. In response to a question as to why large parts of the text were shown as having been deleted, Members were advised that this document would now refer out to Policies which would be subject to change rather than re state the policy wording in the document which then ran the risk of getting out of step with any policy updates. By referring out to the policies this risk would be avoided. It was noted that there were some policies not yet adopted as they were not needed with current workforce profile but that these would be presented to P&R as the need arose for them. The Clerk advised that Cllr Jackie Worrall and the Deputy Clerk had spent a lot of time on this and recorded her thanks.

In response to a Member's question, Members debated the need for access to the documents and Policies and the best way to achieve this and it was agreed that the Council's IT company would be consulted.

The Committee

**RESOLVED**

To accept the Employee Handbook as drafted dated September 2020

This was proposed by Cllr Jackie Worrall, seconded by Cllr Debbie Rosario and carried unanimously.

#### **20/09 ICT ACCEPTABLE USE POLICY**

The Clerk advised that with the move to Officers working from home during the pandemic, the provision of laptops for this purpose and the provision of computer tablets to Cllrs, there was a need to have a policy stating the requirements for the acceptable use of Council provided equipment for Council business only and the security thereof.

The Committee

#### **RESOLVED**

To accept the policy as presented to the Committee

This was proposed by Cllr Debbie Rosario, seconded by Cllr Alison Preedy and carried unanimously.

#### **20/10 FOOTPATH 14 AND ITS JUNCTION WITH CHORLEYWOOD COMMON**

Members were advised that this matter had come up at Planning when the Green Street Development had been considered. The Herts County Council (HCC) submission suggested that HCC and the Parish Council were at odds when it came to cycle paths and the Common. It was noted that the footpath in question (No 14) was very narrow in places and gets very overgrown and it was difficult to see how this could be expanded into a 6m wide tarmac path when the width was no more than about 1m and the land either side was not owned by HCC. Tarmac and hard surfaces were in place on other footpaths but this was not possible on the Common, added to the fact that cycling on the Common is against the bylaws. It was not a question that the Parish Council do not encourage cycling on the Common (the words used in the submission) but that cycling is illegal on the Common Members felt that a meeting with the author of the HCC submission would be useful in the first instance with the item also being placed on the Four Year Vision under Open Spaces

The Committee

#### **RESOLVED**

1. That a meeting be arranged with HCC to ensure that the current policy, referred to in the planning submission, is legal and can be complied with
2. Assuming the Neighbourhood Plan in its draft form is accepted by the local residents, the policy it contains on cycling accurately reflects the legal position and HCC's policy on cycling and cycle paths.

#### **20/11 FOUR YEAR VISION**

The Clerk advised that the document presented with the exception of the Planning items was as previous versions and that therefore it was the Planning items that needed particular consideration. Cllr Zenab Haji-Ismael ran through the items giving some background to and reasons for their inclusion on the Four year vision. It was noted that there was a need to do more research on what the infrastructure needs of the Village are so that if further large developments are put forward, the Council would have more evidence to base any objections on. The possibility of setting up a working group with volunteers from residents was discussed and Chorleywood Matters could be used to promote this idea. It was felt that the recent grant funding to Chorleywood Community Initiatives – Protect Chorleywood's Green Belt Campaign would cover the traffic survey required to assess traffic going under the railway bridge and into other lanes the other side of the Village. The Chair asked that the Planning items be scored at the next Planning Committee meeting.

The Clerk advised that the Footpath item was under active consideration by an individual with funding for linking footpaths with the Colne Valley and that she and the Deputy Clerk were due to meet with him and the HCC rights of Way officer shortly to take this and a number of other items further. However, this item should remain on the four year vision for the time being.

## **SUCCESSION PLANING**

Cllr Jackie Worrall presented the paper on Succession Planning advising Members that when working on the Employee Handbook she had come across a TRDC policy on part time working. With the move to working from home and possible part time working linked with succession planning there was a possibility that officers currently employed might not chose to fully retire, if part time working was to become available. There was also the added factor that if the Parish Office was to relocate the Village then some job sharing might to possible to consider. Members discussed how the role of the Parish Council may change moving forward. The Clerk briefed Members on a recent HCC meeting she had attended on the Unitary Authority proposals which indicated significant savings could be made across the county if this route was chosen. She also advised that under these proposals the Parish Council responsibilities and workload were likely to get greater.

It was felt that the recent forced move to working at home by Officers had discovered that flexible working was possible with the balance between home and office-based work being established. The current multi disciplines of all officers was discussed with the idea that these could be split under different working arrangements. There were also savings to the Council that could be achieved.

It was further noted that whilst the attention of the discussion had been on Officers, the Parish elections in 18 months' time could see several experienced Cllrs no longer standing.

The idea of a 'front of house' receptionist for the Council to field questions leaving officers to concentrate on other matters was raised. This person could be gradually trained up on some of the disciplines to give continuity. This was a similar approach to that used in the IT industry. It was agreed that whilst this and the mix of office and home working was a good idea, better technology was needed. The question was raised as to whether CIL money could be used to fund a better service to the Community through investment in better technology and it was agreed that the Council's IT company needed to be consulted on options available. The Clerk advised that shew would need to check with the auditors on the possible use of CIL monies for this.

With respect to succession planning for the Clerk, she advised that she had been brought in to address a different set of objectives to those now under consideration and someone different skill sets might now be more appropriate.

It was agreed that the TRDC part time working policy would précised for consideration by Full Council to move succession planning forward with the Clerk checking the position on the alternative accommodation in the Village and Cllr Debbie Rosario discussing possible IT solutions with the Council's IT provider.

The Committee

### **RESOLVED**

1. That the Flexible working policy be précised for Full Council to start the debate on succession planning and seek ideas and input from all Cllrs
2. That the Clerk chase for an update on the alternative accommodation in the village proposal
3. That Cllr Debbie Rosario speak to the Councils IT provider on technology solutions for a flexible working environment.



This was proposed by Cllr Jackie Worrall, seconded by Cllr Debbie Rosario and carried unanimously.

**20/12 HEALTH & SAFETY**

The Deputy Clerk briefed Members on progress that had been made on several Health & Safety fronts, highlighting that some activities had been delayed by the shutdown due to the Coronavirus pandemic but that these were now being resolved. Following the annual electrical testing that had taken place guidance was sought on the provision of emergency lighting at the Hollybush Hall. Members agreed to a budget of £750 for the Clerk to authorise the work within, with the topic being brought back to P&R if the quote for the work was higher than this.

The Committee

**RESOLVED**

To note the report.

**20/13 ACCIDENTS AND COMPLAINTS RECEIVED**

Members were updated on the complaint that had followed a recent planning meeting and led into the wider subject of what the Council wished to do in terms of further meetings being in person or via Zoom, noting that meetings would now need to be held in the Common room with the booking of the Main war Memorial Hall on Tuesday evenings. There was an issue with the Halls Risk Assessment on this front which could be mitigated.

The Committee

**RESOLVED**

That Committee meetings be held face to face with the option of joining via Zoom but that Cllrs needed to register their attendance in advance so that social distancing guidelines in using the Common Room could be adhered to.

This was proposed from the Chair and carried unanimously.

**20/14 CLOSURE**

The meeting having started at 7.30pm closed at 9.19 pm

These minutes have been checked by the Chairman.

Signature .....agreed via email ..... Date.....18<sup>th</sup> September 2020.....

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
17/29	Action	To invite a number of alarm companies to review existing system and advise on replacement options. <i>Ongoing – this would be undertaken with the refurbishment works</i>	Deputy Clerk
17/60	Action	South Lodge – continue with the process of renewing the lease. <i>Ongoing</i>	Clerk
17/60	Action	Swillet Hall – once the handover of the asset agreed, ask the surveyor to create a schedule of immediate works. Cllrs to meet to decide on the future of the building in the short medium term. <i>Ongoing</i>	Clerk Cllrs working party
18/35	Action	To obtain valuation and sale price for the table and chairs in the council chamber and report back. <i>Ongoing</i>	Clerk
19/59	Action	The Clerk was asked to organise the meeting in January with the relevant group representatives for the VE Day 75 <sup>th</sup> Anniversary celebration in early May . <i>Event cancelled in the light of the Coronavirus pandemic.</i>	Clerk
19/61	Action	It was agreed that everyone should give a new vision some thought and provide ideas to the Clerk by the 15 <sup>th</sup> January to pull together for consideration at the January P&R meeting. <i>Completed</i>	<b>ALL CLLRS &amp;</b> the Clerk

**Note: Completed actions will be removed one meeting after completion has been recorded.**

**REPORT OF THE PLANNING COMMITTEE MEETING**

**ON TUESDAY 29<sup>th</sup> SEPTEMBER 2020**

**MEMBERSHIP AND ATTENDANCE**

Chairman: \*Cllr Zenab Haji-Ismael  
Councillors: Cllr Iain Blythe  
\* Cllr Colin Payne  
\*Cllr Debbie Rosario (ex Officio)  
Cllr Steve Rooker  
\*Cllr Steve Watkins (ex officio)  
\*Cllr Jackie Worrall - (Via Zoom)

\*Denotes members present

Officers Attending: Michelle Putman - Admin Officer  
\* Yvonne Merritt - Clerk

There was one member of the public present

**20/065 APOLOGIES FOR ABSENCE**

There were no objections  
Cllrs Iain Blythe and Steve Rooker were absent.

**20/066 DECLARATIONS OF INTEREST AND DISPENSATION**

There was one declaration of personal interest.

20/1925/FUL - Cedar House Burfield Road - Cllr Steve Watkins

**20/067 APPROVAL OF THE MINUTES**

The Committee  
RESOLVED

That the minutes of the meeting of the 18<sup>th</sup> August 2020 were approved as a True and Correct Record

**20/068 MATTERS ARISING FROM THE MINUTES**

The Clerk advised that she had received communication from the Neighbours of the Development at the Rose and Crown Public house regarding the damage to a party wall. Whilst this was discussed by the Committee it was agreed that this was a civil matter which would need to be resolved by a Surveyor dealing with Party Walls.

The Clerk agreed to write to the residents accordingly.

**20/069 LETTERS OF OBJECTION/EXPLANATION**

There were no letters of objection

## **20/070 PLANNING APPLICATIONS**

The Committee

RESOLVED

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

## **20/071 PLANNING APPEALS**

Members noted the Appeals for

Planning Application 20/0338 – 10 Solesbridge Lane

Planning Application 20/0755 – Cedarwood, South Park Avenue

## **20/072 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES**

The Committee

RESOLVED

To note the tree applications.

## **20/073 PLANNING APPLICATIONS DECISIONS RECEIVED**

The Committee

RESOLVED

To note the planning decisions received for the period ending 16<sup>th</sup> September 2020.

## **20/074 URGENT ITEMS**

### **1. Rural Analysis of Consultation: Changes to the existing Planning System**

The Chair explained her views on the proposed changes to the planning system.

Specifically, these comments related to the

- Housing Needs Assessment Methodology
- First home consultation
- Affordable housing
- Extension of Permission.

It was agreed that the Chair would draft a response and circulate to all members for comments.

This would then be forwarded as part of the consultation process.

### **2. Temporary Changes to Planning – The Chair advised she would draft a response for circulation.**

### **3. Street Name and Numbering -It was noted from the request that the developer wished to base the name of the Development in Green Street on historical or local significance. The land originally belonged to the Duke of Bedford and therefore it was suggested that the flats be name one of the following**

- **Bedford Court**
- **Woburn Court**
- **Railway Court**
- 

The Clerk agreed to forward the suggestions to the developer.

## **20/075 NEIGHBOURHOOD DEVELOPMENT PLAN**

The Neighbourhood plan had been agreed by the Neighbourhood Development Plan Advisory Committee with a recommendation to Full Council to approve the plan. TRDC Policy and Resources Committee has also made a similar recommendation to their Full Council to approve the plan. Once this is done the plan will be ready to go out for referendum. It was noted that once the plan is approved at TRDC the Parish Council Planning Committee can make reference to the planning policies within the document when making comment.

**20/076 LICENCE APPLICATION**

None to report

**20/077 TRANSPORT**

None to report

**20/078 FOUR YEAR VISION**

Members looked at the four-year vision and scored each area to prioritise the actions. This is attached to the agenda.

**20/079 ATTENDANCE AT TRDC DEVELOPMENT MEETING**

Cllr Zenab Haji-Ismail will attend the Planning Meeting online at TRDC on Thursday 15<sup>th</sup> October 2020

**20/080 CLOSURE – The meeting having started at 7.30pm and finished at 9.23pm**

Signed .....These minutes have not been checked..... Date .....

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

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



# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020

and 28 September 2020

## **1 03/1006**

03/08/03

Mr M Leslie  
9 Capel Avenue  
Chorleywood  
Herts

Replacement bungalow

Full application  
Delegated decision  
Planning Officer: Kate McClean

Comment 12/08/03

No objection

Decision 16/09/20  
APPROVED

## **2 03/1034**

12/08/03

Mr & Mrs Meyrick  
38 Clements Road  
Chorleywood  
Herts

Loft conversion with front and rear dormer windows.

Full Application  
Delegated Decision  
Planning Officer: Mr S Hall

Comment 12/08/03

The Committee request that the side dormer window be glazed in obscure glass to avoid overlooking.

Decision 02/09/20  
APPROVED

## **3 03/1037**

12/08/03

Mr and Mrs Pohling  
32 Valley Road  
Herts

Two, two storey side extensions

Full Application  
Delegated Decision  
Planning Officer: Kate McClean

Comment 12/08/03

The Committee express concern that the proposed extensions are forward of the building line.

Decision 29/08/20  
APPROVED

# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020

and 28 September 2020

## **4 03/1079**

12/08/03

Three Rivers District Council  
Garages/Rear of Bullsland Hall  
Bullsland Gardens  
Chorleywood  
Herts

Outline Application (District Council Application): Demolition of existing garages and replace with detached houses

Full Application  
Delegated Decision  
Planning Officer: Kate McClean

Comment 12/08/03

The Committee object on the following grounds:

- out of keeping with the street scene
- over looking the gardens of No 8 and 28
- concern for the loss of emergency access

The comments from the Parish Planning Committee are that a bungalow would be more in keeping with the area and that parking restrictions should be put in place to ensure emergency

Decision 01/09/20  
APPROVED

## **5 03/1108**

03/08/03

New Finlan Homes Ltd/Hodsim Ltd  
Holt Cottage  
Rickmansworth Road  
Chorleywood  
Herts

Demolition of dwelling and erection of replacement dwelling  
Conservation Area consent

Delegated decision  
Planning Officer: Ms K Stevens

Comment 12/08/03  
No objection

Decision 16/09/20  
APPROVED



# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020

and 28 September 2020

## **6 04/0876**

29/06/04

St Andrews Church plc  
37 Quickley Lane  
Chorleywood  
Herts

Single storey extension to entrance.

Full Application  
Delegated Decision  
Planning Officer: TBA

Comment 29/06/04

No objections

Decision 20/08/20

Approved

## **7 04/0972**

20/07/04

Mr M Campbell  
74 Highfield Way  
Herts

Single storey front, side and rear extension.

Delegated Decision  
Full Application  
Planning Officer: Ms M Harding

Comment 20/07/04

No objection

Decision 20/08/20

Approved

## **8 20/0660**

28/04/20

Development site at Burford Ho  
Rickmansworth Road  
Chorleywood

Variation of Condition 2 (approved plans) attached to planning permission 16/1218/FUL (Demolition of existing care home and construction of replacement three storey care home with additional basement, associated parking and landscaping) to allow for changes to the design including increase in ridge height, alterations to the depth and width, alterations to fenestration detail, alterations to internal layout to provide for larger bedrooms and alterations to amenity space.

Delegated Decision  
FUL Application

Comment 28/04/20

The Committee had no Objection to this application

Decision 18/08/20

APPROVED

# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020

and 28 September 2020

## **9 20/1170**

21/07/20

33 Little Hill  
Chorleywood

Two storey side extension and first floor front extension

Delegated Decision

FUL Application

Planning Officer: Lauren Edwards.

Comment 21/07/20

The committee had no Objection to this application

Decision 19/08/20

APPROVED

## **10 20/1206**

21/07/20

Moorwood Gate  
Berry Lane  
Chorleywood

Construction of garden retaining wall and chain link fence to part the rear (Northern) boundary and part of side (Eastern ) boundary

Delegated Decision

FUL Application

Planning Officer: Freya Clewley.

Comment 21/07/20

The property borders Parish land.

Construction must take place from their own property not on Parish land

Ensure all arisings are taken away from the site

The Committee had no Objection to this application

Decision 26/08/20

APPROVED

## **11 20/1222**

21/07/20

89 Berry Lane  
Mill End

Construction of front porch.

Delegated Decision

FUL Application

Planning Officer: Aaron Roberts

Comment 21/07/20

The Committee had no Objection to this application.

Decision 01/09/20

APPROVED

# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020 and 28 September 2020

## **12 20/1241**

21/07/20

Cedars Village  
Dog Kennel Lane  
Chorleywood

Conversion of 5 no. existing garages into office space (Class B1a) including alterations to fenestration, associated parking and landscaping works.

Delegated Decision  
FUL Application  
Planning Officer: Tom Norris

Comment 21/07/20

The Committee had no Objection to this application.  
Request that a landscape condition is placed to make enhanced landscape.

Decision 28/08/20  
APPROVED

## **13 20/1247**

21/07/20

1 High Close  
Rickmansworth

Single storey side extension and removal of existing front bay

Delegated Decision  
FUL Application  
Planning Officer: Tom Norris.

Comment 21/07/20

The Committee had no Objection to this application.

Decision 27/08/20  
WITHDRAWN

## **14 20/1272**

21/07/20

4 The Mount  
Rickmansworth

Demolition of existing side and rear extensions and the construction of single storey front, side and rear extension, extension to raised patio to rear, installation of solar PV panels and alterations to external material from brick to render, provision of new roof tiles, and alterations to fenestration detail.

Delegated Decision  
FUL Application  
Planning Officer: Claire Wilson

Comment 21/07/20

The Committee had no Objection to this application.

Decision 20/08/20  
APPROVED

# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020 and 28 September 2020

## **15 20/1279**

21/07/20

Cherry Trees  
25 Blacketts Wood Drive

Two storey front and rear extensions and alterations including conversion of garage to habitable accommodation, extension to drive and extension to raised patio to rear including proposed boundary wall.

Delegated Decision  
FUL Application  
Planning Officer: Lauren Edwards

Comment 21/07/20

The Committee had concerns with this application on the following grounds:-

- Concern that the 45 degree angle is incorrect and therefore there could be an overbearing Impact

Decision 27/08/20  
APPROVED

## **16 20/1288**

21/07/20

Willow Tern  
Overstream  
Rickmansworth

Single storey side extension and internal alterations to provide annexe accommodation, two storey rear extension, including roof terrace and front infill extensions (amendment to planning permission 19/2069/FUL

Delegated Decision  
FUL Application  
Planning Officer: Katy Brackenboro.

Comment 21/07/20

The Committee have Objections to this application on the following grounds and wish to CALL IN, unless the Officers are minded to refuse this application.

- Overdevelopment of the site
- Lack of clarity with the plans
- Over dominant
- Overlooking of the neighbouring properties.

Decision 11/09/20  
APPROVED

# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020

and 28 September 2020

## **17 20/1313**

18/08/20

35 Orchard Drive  
Chorleywood

Two storey side and rear extension

Delegated Decision

FUL Application

Planning Officer:: Claire Wilson

Comment

18/08/20

The Committee had no Objection to this application

Decision

08/09/20

APPROVED

## **18 20/1339**

21/07/20

59 Quickley Lane  
Chorleywood

Hip to gable extension, construction of a front dormer, installation of a front elevation rooflight and the replacement and enlargement of the rear elevation dormer.

Delegated Decision

FUL Application

Planning Officer: Tom Norris.

Comment

02/10/20

The Committee have Objections to this application on the following grounds and wish to CALL IN, unless the Officers are minded to refuse this application.

' Out of keeping with the characters of the street

' It is an overdevelopment

' It would over dominant and unneighbourly

' The property is located in an elevated position and will therefore be especially visually prominent from the surrounding area.

Decision

24/08/20

WITHDRAWN

# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020 and 28 September 2020

## **19 20/1385**

18/08/20

Orchard House  
11 Berks Hill  
Chorleywood

Single rear extension, part single part two storey side extension and roof alterations to extend loft accommodation.

Delegated Decision  
FUL Application  
Planning Officer: Tom Norris

Comment 18/08/20

The Committee had Concerns with this application on the following grounds:-

- \* The Committee share and support the Conservation Officers comments.
- \* Concern with the height of the proposed single storey extension.

Decision 15/09/20  
APPROVED

## **20 20/1395**

18/08/20

143 Quickley Lane  
Chorleywood

Alterations to fenestration detail including installation of new window to ground floor front elevation and removal of ground floor flank window, provision of grey cladding to existing front and side dormer windows, provision of smooth render and construction of replacement oak posts with low brick piers to front elevation.

Delegated Decision  
FUL Application.

Comment 18/08/20

The Committee had no Objection to this application

Decision 04/09/20  
APPROVED

## **21 20/1396**

18/08/20

The Brambles  
14 Berks Hill  
Chorleywood

Single storey side and rear extension, external insulation and render, replacement of all windows and doors with double glazing units.

Delegated Decision  
FUL Application  
Planning Officer: Lauren Edwards

Comment 18/08/20

The Committee had no Objection to this application

Decision 10/09/20  
APPROVED

# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020 and 28 September 2020

## **22 20/1398**

18/08/20

32 Whitelands Avenue  
Chorleywood

Single storey rear extension, extension of rear dormer and alterations to fenestration.

Delegated Decision

FUL Application

Planning Officer: Tom Norris.

Comment 18/08/20

The Committee had no Objection to this application

Decision 09/09/20

APPROVED

## **23 20/1424**

18/08/20

Rosebay  
20 South Road  
Chorleywood

Single storey rear extension, replacement garden outbuilding and garage/workshop.

Delegated Decision

FUL Application

Planning Officer: David Heighton

Comment 18/08/20

The Committee agree with the Conservation Officers comments

Decision 15/09/20

APPROVED

## **24 20/1431**

18/08/20

41 Dove Park  
Chorleywood

Front extension extending from ground to roof level and loft conversion including rear dormers and front rooflights.

Delegated Decision

FUL Applications

Planning Officer: Tom Norris.

Comment 18/08/20

The Committee had no Objection to this application

Decision 14/09/20

Withdrawn

# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020 and 28 September 2020

**25 20/1443** 18/08/20

Manderley  
Chorleywood Road  
Rickmansworth

Two storey side and rear extension, single storey rear extension, insertion of front and rear dormers, front porch and alterations to fenestration.

Delegated Decision  
FUL Application  
Planning Officer: Katy Brackenboro

Comment 18/08/20  
The Committee had no Objection to this application

Decision 21/09/20  
REFUSED

**26 20/1448** 18/08/20

8 Lawford Close  
Chorleywood

First floor side extension, front extension and extension to drive to include alterations to land levels and retaining wall.

Delegated Decision  
FUL Application  
Planning Officer: Katy Brackenboro

Comment 18/08/20  
The Committee had no Objection to this application

Decision 18/09/20  
APPROVED

**27 20/1534** 18/08/20

The Meadow  
59 Heronsgate Road  
Chorleywood

Single storey orangery extension to rear  
Delegated Decision

FUL Application  
Planning Officer: Katy Brackenboro

Comment 18/08/20  
The Committee had no Objection to this application

Decision 16/09/20  
APPROVED



# Planning Application Decisions

Planning Applications reported at meetings between 18 August 2020 and 28 September 2020

## **28 20/1537**

18/08/20

86 Highfield Way  
Rickmansworth

Variation of Conditions 2 (Approved plans), 3 (Materials), 6 (Energy Saving Measures) and 7 (Parking) of planning permission 19/1166/FUL. (Demolition of the existing dwelling and construction of detached two storey dwelling with raised access to front, raised decking area to rear and alterations to frontage) to allow increase in height of dwelling, alterations to fenestration, changes to external materials and boundary treatment and changes to energy saving measures.

Delegated Decision  
FUL Application

Comment 18/08/20

The Committee Objects with this application on the following grounds and wish to CALL IN, unless the Officers are minded to refuse this application.

- ' Concern relating to the increase in ridge height
- ' Significant concerns relating to the loss of soft landscaping within the front garden and the extent of hardstanding.
- ' As proposed, this would result in the loss of a grass verge with a large dropped kerb arrangement across the entire width of the site. This is out of keeping with the street scene and the character of the area.

Decision 16/09/20  
Approved

## **29 20/1547**

18/08/20

Rose and Crown Public House  
Old Common Road  
Chorleywood

Variation of Condition 6 (Materials) of planning permission 20/0570/FUL (variation of Condition 2 (Approved Plans) of planning permission 17/0820/FUL (Erection of a pair of semi-detached houses with accommodation within the roof space with associated parking and landscaping) to include an additional single storey rear projection, alterations to internal layouts to include conversion of garages and external alterations to provide associated parking) to vary materials.

Delegated Decision  
FUL Application

Comment 18/08/20

The Committee had Objections with this application on the following grounds and wish to CALL IN, unless the Officers are minded to refuse this application.

- ' The proposal would result in very limited amenity space for the two properties.
- ' The proposal would result in further loss of car parking for the staff of the public house which is an asset of community value.
- ' The proposal is a contrived development.
- ' It is requested that the Planning Enforcement investigate this development which has not been built in accordance with the approved plans.

Decision 16/09/20  
APPROVED

## List of Payments made between 27/06/2020 and 28/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	Shire Leasing	DD	211.56		Telephone Equipment
03/07/2020	British Gas	DD	33.79		Boiler Service Plan
03/07/2020	Co-op Bank	DD	30.00		Bank Fee
06/07/2020	Legal & General	DD	273.66		Pension Insurance
13/07/2020	Hertfordshire County Council	bacs01	43.09		Cleaning Products
13/07/2020	Hertfordshire County Council	bacs02	38.51		Cleaning Products
13/07/2020	Sarratt Office supplies	bacs03	68.42		Dymo Label
13/07/2020	Peter Flemming	BACS04	135.00		Website Updates
13/07/2020	Lamps & Tubes LTD	BACS05	383.81		Inspection of Lamp Columns
13/07/2020	Twin Systems PLC	bacs06	115.20		Online Back up
13/07/2020	Konica Minolta	bacs07	62.41		Printing Copies
13/07/2020	TBs Hygiene LTD	bacs08	417.60		Dog Bin Collection
14/07/2020	Birtyish Gas Service	bacs09	147.93		Gas South Lodge
15/07/2020	TRDC	DD	126.00		Cem Rates
15/07/2020	TRDC	DD	474.00		Office Rates
16/07/2020	Bt	DD	452.49		Parish Office Lines
17/07/2020	BT	DD	195.36		Parish Broadband
20/07/2020	CO-OP Bank	bacs10	229.66		Credit Card Statement
23/07/2020	Mrs M Putman				Salary
23/07/2020	Mr p Palmer				Salary
23/07/2020	Miss L Hamilton				Salary
23/07/2020	Mr b Maher	Total Salary July	£14253.65		Salary
23/07/2020	Mr D Du Gard				Salary
23/07/2020	Mr C Watts				Salary
23/07/2020	Mrs C James				Salary
23/07/2020	Mrs y Merritt				Salary
23/07/2020	Herts County Council	BACS023	5,106.12		Superannuation
23/07/2020	HMRC	BACS025	5,271.07		Tax & NI
24/07/2020	DCK Accounting solutions	bacs026	630.00		Year End Accounts Prep
24/07/2020	Lamps & Tubes LTD	bacs027	436.56		Works to Lighting Column
24/07/2020	Neopost Finance LTD	bacs028	164.58		Franking System Lease
24/07/2020	Falon Nameplates LTD	bacs029	146.02		Memorial Tree Plaque
28/07/2020	CASH	PO	150.00		Petty cash
29/07/2020	PHS	DD	264.62		Hygiene Collection
30/07/2020	Payroo	DD	30.00		Wages System
31/07/2020	HMRC	BACS012	5,542.12		Tax & NI
31/07/2020	Mrs J Smith				Salary
03/08/2020	British Gas Service	dd06	33.79		Boiler Service Plan
03/08/2020	Legal & General	dd07	273.66		Pension Insurance
04/08/2020	ICO	CORR DD07	-5.00		Correction
07/08/2020	Information Commissioners Offic	bacs01	40.00		Data Protection Fee
10/08/2020	Peter Fleming	bacs02	72.00		Website
10/08/2020	Frazine Johnson Solicitors	bacs03	907.00		Deed of Easement - Constables C
10/08/2020	Twin Systems PLC	bacs04	115.20		Online Backup
10/08/2020	TBs Hygiene LTD	bacs05	522.00		Dog Bin Collection
10/08/2020	Rainer Security Products LTD	bacs06	150.00		Allotment Keys
10/08/2020	Came & Company	bacs07	8,253.42		Insurance
10/08/2020	Falon Nameplates LTD	bacs08	883.92		Mem Plaque Cole Q223
10/08/2020	Falon Nameplates LTD	bacs09	956.05		Mem Plaque Q250 Williamson
11/08/2020	British Telecom	dd01	217.04		Internet Services
17/08/2020	British Telecom	dd02	195.36		Parish Office Line
17/08/2020	Three Rivers District Council	dd03	126.00		Cem Rates
17/08/2020	Three Rivers District Council	dd04	474.00		Office Rates
20/08/2020	CO-OP Bank	dd05	91.94		Credit Card
21/08/2020	Banham Aegis Security	bacs10	134.86		Service Contract
21/08/2020	Blains Trailers & Tyres	bacs11	270.00		Tyres & Fitting
21/08/2020	broxap LTD	bacs12	567.60		Litter Bins
21/08/2020	Brasier Freeth LLP	bacs13	741.00		Solicitor Meeting - RE CC
21/08/2020	JRB Enterprise LTD	bacs14	1,038.00		Dog Bags
21/08/2020	Falon Nameplates LTD	bacs15	883.92		Mem Plaque Q248 Pocock
21/08/2020	Falon Nameplates LTD	bacs16	883.92		Mem Plaque Q3852 Hennessey
21/08/2020	Falon Nameplates LTD	bacs17	883.92		Mem Plaque
21/08/2020	UK Safety Management LTD	bacs18	84.00		PAT Test

## Current Account

## List of Payments made between 27/06/2020 and 28/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/08/2020	Mrs J Smith	BACS01			Salary
24/08/2020	Mrs M Putman	BACS02			Salary
24/08/2020	Phil Palmer	BACS03			Salary
24/08/2020	Miss Laura Hamilton	BACS			Salary
24/08/2020	Mr B Maher	BACS		Total Salary August £13997.29	Salary
24/08/2020	Mr D Du Gard	BACS			salary
24/08/2020	MRs C James	BACS			Mrs C James
24/08/2020	Mr C Watts	BACS			Salary
24/08/2020	MRs Y Merritt	BACS			Salary
24/08/2020	Herts County Council	BACS	4,999.56		Superannuation
24/08/2020	HMRC	BACS	5,125.63		Tax & NI
24/08/2020	Right Maintenance LTD	bacs19	99.60		Blocked drain Christchurch
24/08/2020	Right Maintenance LTD	bacs20	154.80		Mess Room- Door Lock
24/08/2020	PHILEC	bacs21	200.00		EICR
24/08/2020	Artemis Tree Services	bacs22	768.00		Tree Works-
24/08/2020	Earth Anchors LTD	bacs23	838.80		dog bins
24/08/2020	Arco LTD	bacs24	54.90		Ranger Gloves
24/08/2020	UK Safety Management	BACS25	84.00		721228-Duplicate payment
26/08/2020	Payroo	DD	30.00		Payroll System
		<b>Total Payments</b>	<b>80,579.41</b>		

## Current Bank Account

## List of Payments made between 26/06/2020 and 28/09/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
09/07/2020	British Gas	bac01	57.06		Elec Bullsland Hall
09/07/2020	British Gas	bac02	79.15		Gas Bullsland Hall
09/07/2020	British Gas	bacs04	527.70		Gas WMH
10/07/2020	British Gas	bacs03	155.99		Elec WMH
13/07/2020	Everflow LTD	bacs06	798.09		Water Halls
13/07/2020	HMRC	BACS08	232.68		Tax & NI
13/07/2020	Herts County Council	BACS09	560.14		Superannuation
15/07/2020	TRDC	DD	16.00		Rates BH
20/07/2020	Co-op Bank	DD	2.00		Credit Card
20/07/2020	Mrs J Smith				Salary
20/07/2020	Mr G Smith				Salary
23/07/2020	Everflow LTD	bacs07	106.14		Water Halls
23/07/2020	HMRC	BACS12	396.80		Tax & NI
23/07/2020	Mrs Y Merritt	BACS13	398.00		Hand Sanitiser Stations
23/07/2020	Herts County Council	BACS14	610.76		Superannuation
23/07/2020	Mr J Ruth	BACS15	646.87		Hall maintenance
23/07/2020	Michelle Putman	Total Salary July	£2610.34		Salary
23/07/2020	Mr i Murray				Salary
23/07/2020	Mr j Ruth	BACS18	1,574.19		Hall Maintenance Works
27/07/2020	British Gas	DD	39.55		Boiler Service Plan
29/07/2020	PHS	DD	1,444.06		Hygiene Collection/ hand dryer
30/07/2020	BT	DD03	241.36		Hall Booking Lines
17/08/2020	TRDC	DD	16.00		Rates Hollybush
20/08/2020	COOP Bank	DD	33.79		Credit Card
21/08/2020	Philec	bacs01	150.00		Bullsland EICR
24/08/2020	Everflow LTD	dd01	101.71		Water Bill
24/08/2020	Hertfordshire County Council	bacs02	96.58		Hand San
24/08/2020	Philec	bacs03	150.00		BRITISH legion EICR
24/08/2020	Philec	bacs04	400.00		WMH EICR
24/08/2020	Uk Safety Management LTD	bacs05	48.00		PAT Test
24/08/2020	Uk Safety Management LTD	bacs06	48.00		PAT TEST WMH
24/08/2020	Herts County Council	BACS07	586.21		Superannuation
24/08/2020	Mr J Ruth				Salary
24/08/2020	Mrs M Putman				Salary
24/08/2020	MR I Murray	Total Salary August	£2463.28		Salary
24/08/2020	Mr G Smith				Salary
24/08/2020	Mrs J Smith				Salary
25/08/2020	British Gas	dd02	39.55		Boiler Service Plan
		<b>Total Payments</b>	<b>14,630.00</b>		



## CASUAL VACANCY APPLICATION FORM

<b>Applicant Full Name</b>	Jonathan Peter Bishop
<b>Applicant Full Address:</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Vacancy Applied For</b>	Co-opted Parish Councillor
<b>Why would you like to take up a position as a member of Chorleywood Parish Council?</b> <i>(please continue on a separate sheet if needed)</i>	<p>I have lived in Chorleywood for over 25 years and known it my whole life. I am committed to protecting the special nature of Chorleywood and in supporting the residents in maintaining the quality of life afforded by the area.</p> <p>I have a particular interest in planning matters as development can have a massive impact on resident's quality of life and the pressure on development in the area (particularly with the New Local Plan and government White Papers looming).</p> <p>I am happy to support the council in anyway I can in achieving its objectives.</p>
<b>What skills and experiences do you feel you could bring to this role?</b> <i>(Please continue on a separate sheet if needed)</i>	<p>I am a qualified accountant and I have experience of working at senior levels in blue chip organisations- working co-operatively to achieve challenging objectives.</p> <p>I am very experienced in sourcing and analysing data to support arguments (as used in the NDP process).</p> <p>I have good knowledge of the planning rules, both national and local, and have been involved with the development of the Neighbourhood Development Plan for Chorleywood.</p>

04/09/2020

Date Form Submitted

<p>Any further comments to the Parish Council in support of your application?</p> <p><i>(Please continue on a separate sheet if needed)</i></p>	
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By submitting this form you agree to be bound by Chorleywood Parish Council's Code of Conduct, Standing Orders and Financial Regulations if you are successful and confirm at least one of the following criteria that apply to you. (Please select all that apply)

Criteria	Applies	Does not Apply
(a) I am registered as a local government elector for the parish of Chorleywood	X	
(b) I have, during the whole preceding twelve months occupies as owner or tenant, any land or premises in the Parish of Chorleywood.	X	
(c) My principal or only place of work during the preceding twelve months has been in the Parish of Chorleywood	X	
(c) I have, during the whole of the preceding twelve months resided in the Parish of Chorleywood or within 4.8 km (3 miles)	X	

Signed	J Bishop (by email)	Date	4 <sup>th</sup> September 2020
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Please return your completed form to

Chorleywood Parish Council, South Lodge, Rickmansworth Road,  
Chorleywood, Herts WD3 5SL

Email: [Info@chorleywood-pc.gov.uk](mailto:Info@chorleywood-pc.gov.uk)

To be returned no later than 12 noon on Friday 25<sup>th</sup> September 2020

**CHORLEYWOOD PARISH COUNCIL**

**FULL COUNCIL**

**Agenda Item 13.**

**Date: TUESDAY 6<sup>th</sup> OCTOBER 2020**

**Subject: REVISED/PROJECTED BUDGET 2020/21**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Revised Budget calculation

**Contact for further information:** Clerk

**1. RECOMMENDATIONS**

- 1.1 That the Committee approve the Revised Budget for the Council Accounts for 2020/21 with an overall £34000 loss
- 1.2 That officers endeavour to make savings wherever appropriate.
- 1.3 That the Parish Council make a grant payment to the Village Halls Charity Account for £10,000

**2. RELEVANT PREVIOUS DECISIONS**

- 2.1 None Specific

**3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The Council needs to accept that during these unprecedented times that the Council finances are going to suffer. Members will need to consider how to deal with the projected losses when looking at the budget strategy for the next financial year. Officers have been instructed to be prudent with expenditure, trying to keep it to a minimum to claw back losses in income.

The problem arises in the fact that there is no evidence to suggest that the current situation will get better in the foreseeable future and therefore it is difficult to suggest a way forward.

**4. RISK MANAGEMENT ISSUES**

- 4.1 Non Specific

**5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

- 5.1 The revised budget reflects the current situation with regard to the COVID 19 pandemic.

**Chorleywood Village Halls Charity Account**

The Charity income has been reduced to zero over the past six months. The Charity was awarded a grant of £10,000 however that was used to give six months free rental to both lease holders at the War Memorial Hall, to assist

It is unlikely that there is enough money in the account to the end of the financial year, if the current restrictions remain in place. There have been net savings in some areas such as utilities and consumables but as the staff continue to be paid, at the average pay for the preceding six months pre-Covid, the bank balance has decreased accordingly.

Caretakers, have used the time to carry out routine and essential maintenance during this time.

At the beginning of the year the Charity Account had an opening balance of £28500. The current balance in the bank is currently £17900.00

The salary bill is likely to be at least £15,000, and therefore it is suggested that the Parish Council transfer £10,000 into the Charity Account to cover costs. This grant can be assessed at the end of the year and any surplus can be paid back into the Parish Account.

Projected figures suggest that the Charity Account will have a projected loss of around £34,500

### **Open Spaces**

Due to the long-term sickness of the one of the Rangers who is being paid at half pay, this Committee has a net saving of £6475.

### **P&R**

None of the scheduled events have gone ahead this year and therefore the income has reduced, whilst expenditure for H&S equipment has increased. This has resulted in a projected loss of £5940 for the year.

There is currently £656,900 in the instant access account and £23000 in the current account.

## **6. LEGAL ISSUES**

6.1 None Specific.

## **7. BACKGROUND INFORMATION**

7.1 Attached shows the revised budget calculation which show that changes to the overall budgets per committee

Policy and Resources	£5937	net loss
Open Spaces	£6475	net gain
Village Halls Charity Account	£34500	net loss
Projected net loss for the Year	£33962	



Detailed Income & Expenditure by Projected Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Council</b>						
<u>100 Precept</u>						
1076 Precept	257,500	515,000	257,500			50.0%
1090 Interest Received	1,727	0	(1,727)			0.0%
1150 Easement Income	1,000	0	(1,000)			0.0%
Precept :- Income	<b>260,227</b>	<b>515,000</b>	<b>254,773</b>			<b>50.5%</b>
<b>Net Income</b>	<b>260,227</b>	<b>515,000</b>	<b>254,773</b>			
<u>700 Community Infrastructure Levy</u>						
1700 Community Infrastructure Levy	5,082	0	(5,082)			0.0%
Community Infrastructure Levy :- Income	<b>5,082</b>	<b>0</b>	<b>(5,082)</b>			
<b>Net Income</b>	<b>5,082</b>	<b>0</b>	<b>(5,082)</b>			
<u>910 Capital Funds - OS</u>						
1790 Open Spaces Other Income	240	0	(240)			0.0%
Capital Funds - OS :- Income	<b>240</b>	<b>0</b>	<b>(240)</b>			
<b>Net Income</b>	<b>240</b>	<b>0</b>	<b>(240)</b>			
Council :- Income	<b>265,549</b>	<b>515,000</b>	<b>249,451</b>			<b>51.6%</b>
Expenditure	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>265,549</b>					

**Policy & Resources**

200 Salaries - Policy & Resources

4000 Salaries	36,513	97,600	61,087		61,087	37.4%
4020 PAYE & NI	13,834	39,400	25,566		25,566	35.1%
4030 Superannuation	12,512	30,870	18,358		18,358	40.5%
4040 Pension Insurance	1,248	3,280	2,032		2,032	38.0%
4050 Training & Conferences	0	2,000	2,000		2,000	0.0%
4055 Travelling Expenses	655	2,460	1,805		1,805	26.6%
4520 Mobile Telephone	82	230	148		148	35.7%
Salaries - Policy & Resources :- Indirect Expenditure	<b>64,843</b>	<b>175,840</b>	<b>110,997</b>	<b>0</b>	<b>110,997</b>	<b>36.9%</b>
<b>Net Expenditure</b>	<b>(64,843)</b>	<b>(175,840)</b>	<b>(110,997)</b>			

Detailed Income & Expenditure by Projected Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>210 General Administration</u>						
1230 Council Events Income	34	100	66			33.9%
1250 Contribution from WMH	0	3,200	3,200			0.0%
1255 Contribution from RBL	516	565	49			91.3%
1900 Miscellaneous Income	320	1,000	680			32.0%
General Administration :- Income	<b>870</b>	<b>4,865</b>	<b>3,995</b>			<b>17.9%</b>
4100 Website	306	1,250	944		944	24.5%
4105 Photocopying	300	2,000	1,700		1,700	15.0%
4110 Postage	562	1,420	858		858	39.5%
4115 Stationery & Office Equipment	516	1,820	1,304		1,304	28.4%
4120 Subscriptions & Donations	2,143	4,050	1,907		1,907	52.9%
4125 Office Cleaning	221	500	279		279	44.1%
4130 Office Maintenance	1,385	5,000	3,615		3,615	27.7%
4135 Computer	1,728	5,100	3,372		3,372	33.9%
4145 Christmas Lights	684	5,000	4,316		4,316	13.7%
4150 Council Events	6,307	6,307	0		0	100.0%
4155 Chorleywood in Bloom	214	2,350	2,136		2,136	9.1%
4160 Mapping System	0	725	725		725	0.0%
4170 Swillett Hall	0	5,000	5,000		5,000	0.0%
4900 Misc Expenditure	367	1,000	633		633	36.7%
General Administration :- Indirect Expenditure	<b>14,731</b>	<b>41,522</b>	<b>26,791</b>	<b>0</b>	<b>26,791</b>	<b>35.5%</b>
<b>Net Income over Expenditure</b>	<b>(13,862)</b>	<b>(36,657)</b>	<b>(22,795)</b>			
<u>220 Services - General</u>						
4200 Rates	2,371	4,900	2,530		2,530	48.4%
4205 Gas	553	1,800	1,247		1,247	30.7%
4210 Electric	855	2,000	1,145		1,145	42.8%
4215 Water	67	340	273		273	19.6%
4220 Telephone	2,336	5,150	2,814		2,814	45.4%
Services - General :- Indirect Expenditure	<b>6,181</b>	<b>14,190</b>	<b>8,009</b>	<b>0</b>	<b>8,009</b>	<b>43.6%</b>
<b>Net Expenditure</b>	<b>(6,181)</b>	<b>(14,190)</b>	<b>(8,009)</b>			
<u>230 Community Engagement</u>						
4250 Chorleywood Matters	0	4,000	4,000		4,000	0.0%
4255 PCSOs	7,375	31,690	24,315		24,315	23.3%
4260 Defibrillators	0	1,000	1,000		1,000	0.0%
Community Engagement :- Indirect Expenditure	<b>7,375</b>	<b>36,690</b>	<b>29,315</b>	<b>0</b>	<b>29,315</b>	<b>20.1%</b>
<b>Net Expenditure</b>	<b>(7,375)</b>	<b>(36,690)</b>	<b>(29,315)</b>			

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Detailed Income & Expenditure by Projected Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>250 Grants &amp; S137 Payments</u>						
4300 Community Grants	0	5,000	5,000		5,000	0.0%
4305 Small Grants & S137	0	1,000	1,000		1,000	0.0%
Grants & S137 Payments :- Indirect Expenditure	0	6,000	6,000	0	6,000	0.0%
<b>Net Expenditure</b>	<b>0</b>	<b>(6,000)</b>	<b>(6,000)</b>			
<u>260 Professional Fees - P&amp;R</u>						
4350 Audit	(1,300)	3,400	4,700		4,700	(38.2%)
4351 Accounting Support	0	1,375	1,375		1,375	0.0%
4355 Legal & Professional Fees	1,375	3,890	2,516		2,516	35.3%
4360 HR Service Contract	4,932	5,100	168		168	96.7%
4365 Insurance	10,703	10,700	(3)		(3)	100.0%
4370 Health & Safety	1,604	2,000	396		396	80.2%
4375 GDPR	2,135	6,000	3,865		3,865	35.6%
Professional Fees - P&R :- Indirect Expenditure	19,448	32,465	13,017	0	13,017	59.9%
<b>Net Expenditure</b>	<b>(19,448)</b>	<b>(32,465)</b>	<b>(13,017)</b>			
<u>270 Civic</u>						
1270 Chairman's Charity Income	78	500	422			15.6%
Civic :- Income	78	500	422			15.6%
4400 Chairman's Allowance	0	500	500		500	0.0%
4405 Chairman's Charity	(1,500)	500	2,000		2,000	(299.9%)
Civic :- Indirect Expenditure	(1,500)	1,000	2,500	0	2,500	(150.0%)
<b>Net Income over Expenditure</b>	<b>1,578</b>	<b>(500)</b>	<b>(2,078)</b>			
Policy & Resources :- Income	948	5,365	4,417			17.7%
Expenditure	111,080	307,707	196,627	0	196,627	36.1%
<b>Movement to/(from) Gen Reserve</b>	<b>(110,132)</b>					
<u>Open Spaces</u>						
<u>300 Salaries - Open Spaces</u>						
4000 Salaries	33,563	89,000	55,437		55,437	37.7%
4020 PAYE & NI	12,525	34,800	22,275		22,275	36.0%
4030 Superannuation	12,838	33,250	20,412		20,412	38.6%
4055 Travelling Expenses	11	1,665	1,654		1,654	0.7%
4520 Mobile Telephone	150	500	350		350	30.0%
Salaries - Open Spaces :- Indirect Expenditure	59,087	159,215	100,128	0	100,128	37.1%
<b>Net Expenditure</b>	<b>(59,087)</b>	<b>(159,215)</b>	<b>(100,128)</b>			

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Detailed Income & Expenditure by Projected Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>310 General Open Spaces</u>						
1300 Grants Received	0	5,800	5,800			0.0%
1310 Parish Paths Grant Received	0	2,000	2,000			0.0%
1390 Admin Fees	0	250	250			0.0%
1900 Miscellaneous Income	3,000	3,000	0			100.0%
General Open Spaces :- Income	<b>3,000</b>	<b>11,050</b>	<b>8,050</b>			<b>27.1%</b>
4500 Equipment & Tools	77	1,500	1,423		1,423	5.2%
4501 Equipment Fuel	63	2,000	1,937		1,937	3.2%
4502 Vehicle Maintenance	547	4,000	3,453		3,453	13.7%
4510 Skip Hire	420	1,870	1,450		1,450	22.5%
4515 Refuse Collection	724	1,450	726		726	49.9%
4540 Parish Paths Expenditure	0	500	500		500	0.0%
4545 Parking Meters	140	3,160	3,021		3,021	4.4%
4550 Tree Works Misc	640	5,000	4,360		4,360	12.8%
4705 Grounds Maintenance	83	0	(83)		(83)	0.0%
4900 Misc Expenditure	0	1,200	1,200		1,200	0.0%
General Open Spaces :- Indirect Expenditure	<b>2,694</b>	<b>20,680</b>	<b>17,986</b>	<b>0</b>	<b>17,986</b>	<b>13.0%</b>
<b>Net Income over Expenditure</b>	<b>306</b>	<b>(9,630)</b>	<b>(9,936)</b>			
<u>320 Allotments</u>						
1400 Allotment Rents	616	3,435	2,819			17.9%
1410 Allotment Keys	75	100	25			75.0%
Allotments :- Income	<b>691</b>	<b>3,535</b>	<b>2,844</b>			<b>19.5%</b>
4600 Allotment Services	222	1,648	1,426		1,426	13.5%
4605 Allotment Maintenance	125	1,400	1,275		1,275	8.9%
4610 Allotment Competition	0	350	350		350	0.0%
Allotments :- Indirect Expenditure	<b>347</b>	<b>3,398</b>	<b>3,051</b>	<b>0</b>	<b>3,051</b>	<b>10.2%</b>
<b>Net Income over Expenditure</b>	<b>344</b>	<b>137</b>	<b>(207)</b>			
<u>330 Lawn Cemetery &amp; Churchyard</u>						
1450 Interment Charges	16,613	56,650	40,037			29.3%
1460 Memorial Plaques Income	17,299	36,565	19,266			47.3%
1475 Lawn Cemetery Pot Holders	0	60	60			0.0%
Lawn Cemetery & Churchyard :- Income	<b>33,912</b>	<b>93,275</b>	<b>59,363</b>			<b>36.4%</b>
4660 Cemetery Rates	634	980	346		346	64.7%
4665 Cemetery Services	13	100	87		87	13.1%
4670 Cemetery Maintenance	814	1,495	681		681	54.5%

Continued over page

Detailed Income & Expenditure by Projected Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4675 Christchurch Cemetery	0	6,950	6,950		6,950	0.0%
4680 Memorial Plaques Costs	4,219	24,200	19,981		19,981	17.4%
Lawn Cemetery & Churchyard :- Indirect Expenditure	<b>5,680</b>	<b>33,725</b>	<b>28,045</b>	<b>0</b>	<b>28,045</b>	<b>16.8%</b>
<b>Net Income over Expenditure</b>	<b>28,232</b>	<b>59,550</b>	<b>31,318</b>			
<u>340 Common</u>						
1500 Common Lettings	139	2,450	2,311			5.7%
1900 Miscellaneous Income	757	0	(757)			0.0%
Common :- Income	<b>896</b>	<b>2,450</b>	<b>1,554</b>			<b>36.6%</b>
4700 Tree Surgery & Inspections	0	5,325	5,325		5,325	0.0%
4705 Grounds Maintenance	0	5,325	5,325		5,325	0.0%
4710 Grass Cutting/Grazing	2,635	6,975	4,340		4,340	37.8%
4720 Litter Bins	473	1,000	527		527	47.3%
4725 Maintenance of Horse Track	0	500	500		500	0.0%
4730 Dog Bin Maintenance	3,478	6,200	2,722		2,722	56.1%
Common :- Indirect Expenditure	<b>6,586</b>	<b>25,325</b>	<b>18,739</b>	<b>0</b>	<b>18,739</b>	<b>26.0%</b>
<b>Net Income over Expenditure</b>	<b>(5,690)</b>	<b>(22,875)</b>	<b>(17,185)</b>			
<u>350 Professional Fees - OS</u>						
4355 Legal & Professional Fees	0	7,500	7,500		7,500	0.0%
4370 Health & Safety	60	2,000	1,940		1,940	3.0%
4760 Grovewood & Tree Inspection	0	1,750	1,750		1,750	0.0%
4765 Surveys	0	500	500		500	0.0%
4770 Chilterns AONB & CMS	0	2,000	2,000		2,000	0.0%
Professional Fees - OS :- Indirect Expenditure	<b>60</b>	<b>13,750</b>	<b>13,690</b>	<b>0</b>	<b>13,690</b>	<b>0.4%</b>
<b>Net Expenditure</b>	<b>(60)</b>	<b>(13,750)</b>	<b>(13,690)</b>			
Open Spaces :- Income	<b>38,499</b>	<b>110,310</b>	<b>71,811</b>			<b>34.9%</b>
Expenditure	<b>74,454</b>	<b>256,093</b>	<b>181,639</b>	<b>0</b>	<b>181,639</b>	<b>29.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(35,955)</b>					
Grand Totals:- Income	<b>304,996</b>	<b>630,675</b>	<b>325,679</b>			<b>48.4%</b>
Expenditure	<b>185,534</b>	<b>563,800</b>	<b>378,266</b>	<b>0</b>	<b>378,266</b>	<b>32.9%</b>
<b>Net Income over Expenditure</b>	<b>119,462</b>	<b>66,875</b>	<b>(52,587)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>119,462</b>					

Detailed Income & Expenditure by Projected Budget Heading 01/04/2020

Month No: 6

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Village Hall Trust</u></b>						
<b><u>100 General Administration</u></b>						
1020 Grants & Donations Received	10,000	10,000	0			100.0%
1030 Interest Received	0	35	35			0.0%
1500 RBL Recharge	299	270	(29)			110.6%
General Administration :- Income	<b>10,299</b>	<b>10,305</b>	<b>6</b>			<b>99.9%</b>
4000 Salaries	10,369	29,870	19,501		19,501	34.7%
4020 Inc Tax & NI	1,069	6,750	5,681		5,681	15.8%
4030 Superannuation	2,875	10,450	7,575		7,575	27.5%
4055 Travelling Expenses	314	870	556		556	36.1%
4056 Mobile Phones	115	360	245		245	31.9%
4060 Consumables	203	1,000	797		797	20.3%
4065 Hand Drier & Sanitary Costs	1,444	1,950	506		506	74.1%
4080 Insurance	0	2,250	2,250		2,250	0.0%
4085 Licence Costs	0	1,625	1,625		1,625	0.0%
4090 Trade Refuse Costs	935	2,000	1,065		1,065	46.8%
4095 Affiliation Fee CDA	0	35	35		35	0.0%
4100 Annual Safety Inspection	0	125	125		125	0.0%
4105 Bank Charges	10	50	40		40	20.0%
4115 Audit Fees	0	415	415		415	0.0%
4120 Post & Stationery	0	425	425		425	0.0%
4125 Computer Services	0	1,465	1,465		1,465	0.0%
4130 Health & Safety	412	1,000	588		588	41.2%
4135 Advertising	0	500	500		500	0.0%
4155 Hall Cleaning	0	200	200		200	0.0%
4500 RBL Charges	150	150	0		0	100.0%
4900 Miscellaneous Expenditure	0	200	200		200	0.0%
General Administration :- Indirect Expenditure	<b>17,895</b>	<b>61,690</b>	<b>43,795</b>	<b>0</b>	<b>43,795</b>	<b>29.0%</b>
<b>Net Income over Expenditure</b>	<b>(7,596)</b>	<b>(51,385)</b>	<b>(43,789)</b>			
<b><u>200 War Memorial Hall</u></b>						
1200 WMH Lettings	792	7,500	6,708			10.6%
1210 Common Room Lettings	0	2,000	2,000			0.0%
1900 Miscellaneous Income	0	1,000	1,000			0.0%
War Memorial Hall :- Income	<b>792</b>	<b>10,500</b>	<b>9,708</b>			<b>7.5%</b>
4155 Hall Cleaning	0	4,155	4,155		4,155	0.0%
4160 Hall Maintenance	2,661	4,350	1,689		1,689	61.2%
4165 Minor Improvements	0	1,000	1,000		1,000	0.0%

Continued over page

Detailed Income & Expenditure by Projected Budget Heading 01/04/2020

Month No: 6

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 War Memorial Gas	1,749	3,500	1,751		1,751	50.0%
4202 War Memorial Electricity	149	1,500	1,351		1,351	9.9%
4203 War Memorial Water	1,042	1,520	478		478	68.5%
4204 War Memorial Telecoms	507	1,380	873		873	36.8%
4900 Miscellaneous Expenditure	0	350	350		350	0.0%
War Memorial Hall :- Indirect Expenditure	<b>6,108</b>	<b>17,755</b>	<b>11,647</b>	<b>0</b>	<b>11,647</b>	<b>34.4%</b>
<b>Net Income over Expenditure</b>	<b>(5,316)</b>	<b>(7,255)</b>	<b>(1,939)</b>			
<u>300 Bullsland</u>						
1300 Bullsland Lettings	(66)	5,000	5,066			(1.3%)
Bullsland :- Income	<b>(66)</b>	<b>5,000</b>	<b>5,066</b>			<b>(1.3%)</b>
4150 Rates	16	185	169		169	8.6%
4155 Hall Cleaning	0	200	200		200	0.0%
4160 Hall Maintenance	190	1,000	810		810	19.0%
4165 Minor Improvements	0	250	250		250	0.0%
4301 Bullsland Gas	75	500	425		425	15.1%
4302 Bullsland Electricity	136	400	264		264	33.9%
4303 Bullsland Water	44	250	206		206	17.4%
4304 Bullsland Telecoms	0	465	465		465	0.0%
Bullsland :- Indirect Expenditure	<b>461</b>	<b>3,250</b>	<b>2,789</b>	<b>0</b>	<b>2,789</b>	<b>14.2%</b>
<b>Net Income over Expenditure</b>	<b>(527)</b>	<b>1,750</b>	<b>2,277</b>			
<u>400 Hollybush</u>						
1400 Hollybush Lettings	0	10,000	10,000			0.0%
Hollybush :- Income	<b>0</b>	<b>10,000</b>	<b>10,000</b>			<b>0.0%</b>
4150 Rates	33	250	217		217	13.3%
4160 Hall Maintenance	0	1,000	1,000		1,000	0.0%
4402 Hollybush Electricity	392	1,550	1,158		1,158	25.3%
4403 Hollybush Water	51	200	149		149	25.7%
Hollybush :- Indirect Expenditure	<b>476</b>	<b>3,000</b>	<b>2,524</b>	<b>0</b>	<b>2,524</b>	<b>15.9%</b>
<b>Net Income over Expenditure</b>	<b>(476)</b>	<b>7,000</b>	<b>7,476</b>			
Village Hall Trust :- Income	<b>11,025</b>	<b>35,805</b>	<b>24,780</b>			<b>30.8%</b>
Expenditure	<b>24,940</b>	<b>85,695</b>	<b>60,755</b>	<b>0</b>	<b>60,755</b>	<b>29.1%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(13,915)</b>					

Continued over page

Detailed Income & Expenditure by Projected Budget Heading 01/04/2020

Month No: 6

Committee Report

	Actual Year To Date	Projected Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	11,025	35,805	24,780			30.8%
Expenditure	24,940	85,695	60,755	0	60,755	29.1%
<b>Net Income over Expenditure</b>	<b>(13,915)</b>	<b>(49,890)</b>	<b>(35,975)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(13,915)</b>					



## Capital Allocation of Funds for 2020/21

29.9.20

	20/21				Remaining	
	Budget	Balance B/F	Total	Spent	Balance	Comments
<b>P&amp;R</b>						
Elections	£ 3,100.00	£ 14,911.00	£ 18,011.00		£ 18,011.00	
Replacement IT	£ 2,085.00	£ 15,839.00	£ 17,924.00	£ 17,928.40	-£ 4.40	New IT system
Replacement boiler	£ 210.00	£ 1,855.00	£ 2,065.00		£ 2,065.00	
Office Refurbishment	£ 12,000.00	£ 40,000.00	£ 52,000.00		£ 52,000.00	
Swillet Hall	5,000	5000	£ 10,000.00		£ 10,000.00	
<b>Open Spaces</b>						
Replacement Equipment	£ 19,840.00	£ 72,185.00	£ 92,025.00		£ 92,025.00	
Refurb of parking areas	£ 10,000.00	£ 10,000.00	£ 20,000.00		£ 20,000.00	
Common Easements		£ 12,433.00	£ 12,433.00		£ 12,433.00	
Signage	£ 5,000.00	£ 5,000.00	£ 10,000.00		£ 10,000.00	
Cemetery Planting	£ 1,000.00	£ -	£ 1,000.00		£ 1,000.00	
<b>Village Halls</b>						
Hall Capital	£ 5,000.00	£ 34,219.00	£ 39,219.00		£ 39,219.00	
Bullsland Hall		£ 7,776.00	£ 7,776.00		£ 7,776.00	
	£ 63,235.00		Total balance fund		£ 264,524.60	

## COUNCIL RESERVES

29th September 2020

	£
CCLA Property Fund	£ 100,000.00
CCLA Investment Fund	£ 50,000.00
Bank Instant Access Account	£ 556,947.00
Parish Current Account	£ 17,500.00
Precept	£ 257,500.00
WMH Current Account	£ 17,898.00

TOTAL

£ 999,845.00

Committee	Committee 4 Year Plan Item	Description	Strategic Objective Scoring (3 = high alignment, 2 = medium alignment, 1 = low alignment)				Overall Scoring	Elevate to CWPC 4 Year Plan	Priority	Notes
			Responsive to the needs of our Parishioners	Liaise and develop working relationships	Provide sustainable services	Considerate of all Parishioner's views and act to promote resources				
Planning	Footpaths	The Committee would like to request a footpath down from Highfield Way down Berry Lane through Pheasant Wood towards Valley Road	2	2	1	2	7	N	n/a	No scoring provided so Cllr Rosario entered scores as part of September Review of 4 Year Vision Item can be handled at committee level
Planning	Community Asset Register	<b>Creation of a Community Asset register in Chorleywood</b>	3	2	2	2	9	N		
Planning	Community Working Group & Design Review Panel	<b>Creation of a Community Working Group and Design Review Panel:</b> a) Meeting requirement for proposed developers to speak to the Parish about what they are intending to build and for the Parish to advise what is acceptable according to the neighbourhood plan, whilst representing the Parish and Chorleywood residents. b) Set up a Design review panel - what makes a good dwelling. This will be a team of volunteers which can comprise of anyone living in Chorleywood. c) Approach Chorleywood in Bloom about a front garden competition - to celebrate and promote the contribution front gardens make to the streetscene and wildlife within Chorleywood.	3	3	3	3	12	N		This is a priority for this committee and action will be taken to move this forward
Planning	Traffic Survey	<b>Undertake a Traffic Survey for the A404 &amp; the country lanes around Chorleywood:</b> a) There is an increase in traffic on the A404 and country lanes b) A traffic survey needs to take place on both the A404 and the country lanes within Chorleywood c) Approach HCC Cllr Phil Williams to see if we can borrow their recording machine for this exercise d) Once data is collected make it available to Chorleywood matters for the public to view	2	3	3	3	10	N		Whilst this is a priority communication is necessary with the Save the Green Belt Group to ensure there is no duplication.
Planning	Infrastructure Review	<b>Conduct an Infrastructure Review of Chorleywood:</b> a) This needs to cover the doctors, schools, thames water and affinity water which will all be affected with potential development in Chorleywood b) Improvements to all the above will have to be made to cope with the additional capacity of people c) Need to decide what data is required and how to collect it	2	3	3	2	10	N		

**Date: TUESDAY 6<sup>th</sup> OCTOBER 2020**

**Subject: BUDGET STRATEGY 2021/22**

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**Committee Member:**

**Officer Contributors:** Yvonne Merritt - Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:** Capital allocation of funds Appendix 1  
3

**Contact for further information:** Yvonne Merritt - Clerk

## **1. RECOMMENDATIONS**

1.1 That the Committee agree the budget strategy for income and expenditure for the forthcoming financial year.

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 None specific

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 Members should be mindful of the details within the report and the current financial situation with regard to the projected loss for the current year. As there is currently no foreseeable end to the pandemic, Members should consider how to recoup the current losses.

## **4. RISK MANAGEMENT ISSUES**

4.1 The Auditors have recommended that the Council should ensure that current and future revenue spending plans together with the impact on reserves are fully considered in setting the budget and precept requirements.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 These are the following amounts currently in the Council's Investment Accounts

CCLA Investment Account	£50,000
Instant Access @ 0.25%	£656,947
Current Account	£ 17,500
Precept still to pay	£257,500
War Memorial Account	£ 17,898
<b>Total</b>	<b>£999,845.00</b>

It should be noted that £100,000 is waiting to be reinvesting in the CCLA Property Account which has been suspended during the pandemic.

However, the estimated total spend to end of year of £378,200 needs to be taken into account leaving

## **6. LEGAL ISSUES**

6.1 Nil

## **7. BACKGROUND INFORMATION**

7.1 The Council is tasked to set the guidelines which will form the basis for the construction of the Revenue Budget for 2021/22 for the spending committees of the Council

7.2 The tax base is as yet unknown and is unlikely to be known until December 2020.

7.3 The Council calculate budgets using the RPI index which is currently at 1.2% therefore if the Council wish the budget to remain static for 2021/22 this would equate to an overall increase of approximately £6180.

7.4 Members should also be aware that it is a requirement to have at least 6 months precept in reserves. The current precept of £515000 means that £257,500 needs to be set aside together with the current allocated reserves of £264,524 plus the CIL money of £42950 (Appendix 1) gives an estimated balance of £214, 171 unallocated reserves and giving a shortfall of £43,329 on auditor's recommendation. It would therefore be unwise to take any further monies from reserves that that already mentioned.

7.5 The Council also need to consider the previous report and the likelihood that the Village Halls Trust are likely to need financial assistance until the restrictions are over. This is difficult to estimate however some financial judgement will be required. The inflation rate is relatively low and members may consider making an increase in Fees and Charges to reduce the deficit. For Example,

- The increase in hall hire of 3% would equate to 66p per hour on a day time hire at the War Memorial hall.
- 3% on a burial interment charge (parishioner rate) would equate to £23.50
- 3% on an allotment fee for a full plot would be £1.36

7.6 Each Committee will consider its budget including the revised budget in the next cycle of meetings and these in turn will be considered by the Council at its next meeting which will be arranged before the end of the year. Assuming the Council is happy with the figures, a recommendation for the precept will then be made to Full Council in February 2021.

7.7 The Revenue Budget does not include any one-off expenditure for capital items in considering its programme each Committee should bring forward special major items for bids of capital funds. In setting the precept the Council will have to consider each bid and decide whether or not these items can be met from reserves or whether these items should be budgeted for from next year's precept.

## **8. BACKGROUND PAPERS**

8.1 Office of National Statistics

8.2 RPI Index

8.3 Financial capital comparison

## **CHORLEYWOOD PARISH COUNCIL**

**Full Council COMMITTEE MEETING**

**Agenda Item 15.**

**Date: 6<sup>th</sup> OCTOBER 2020**

**Subject: Main and New Parade**

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**Committee Member:**

**Officer Contributors:** Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Clerk

### **1. BACKGROUND INFORMATION**

- 1.1 The Chorleywood Residents Association (CRA) wish to make a formal request to create new flower beds at Main and New Parade. This land is owned by HCC.
- 1.2 The CRA created the Memorial Garden in 2018 and at that time HCC advised that the CRA would need to have a licence to operate on the land and public liability of at least £10 million. The CRA cannot for fill these obligations as they are not a legal entity and their insurance will not cover this amount.
- 1.3 The CRA have therefore approached the Parish Council asking to act on their behalf. Detailed below is the legislation that allows the Parish to work on HCC owned land.
- 1.4 The formal application from the CRA is for the Parish Council to ask for an agreement to allow the CRA, hopefully with inputs from various other organisations, eg Horticultural Society, U3A, Chorleywood in Bloom and the volunteers from the St Andrew's Corona Support Group, to recreate the flower beds in Main and New Parade.
- 1.5 CRA have asked for a licence for three years in the first instance, with a review there after.
- 1.6 The request is for the flower beds only with the trees remaining the responsibility of HCC.
- 1.7 The plan is to make the flower beds attractive to residents and environmentally friendly with pollinator plants friendly for butterflies and bees.

### **2. RELEVANT PREVIOUS DECISIONS**

#### **2.1 Open Spaces 6<sup>th</sup> March 2018**

17/90 Members discussed the problems the Chorleywood Residents Association had with Herts County Council. Members were concerned about the underground services but were assured that the landscaping would be surface only. Cllr Leeming requested an additional

bench as she felt that a seating area would be used, and therefore one bench would not be sufficient.

The CRA have agreed to the following

- that they will adhere to the HCC recommendation that no planting is above 450mm around the highway edge
- That any steppingstones are laid in such a fashion as not to create a direct pathway from the highway
- that the CRA will oversee the delivery of plants, materials and planting of the scheme
- That the ongoing maintenance will be organised and carried out by the CRA or their chosen contractor at no cost to the Council
- That the Parish Council gets full recognition on all media and publicity information as supporters of the scheme.
- That an additional bench is purchased, budget permitting.

After discussion

The Committee

RESOLVED

To underwrite the Memorial Garden Project carried out by the CRA with the above named conditions.

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

### **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 Non-Specific at this time

### **4. RISK MANAGEMENT ISSUES**

4.1 The Parish Council has received advice from their insurance company who advise the following

- ❖ If the CRA engage a contractor to carry out all the work and ongoing maintenance, then the usual contractor/ client principals apply.
- ❖ If the CRA carry out the work as volunteers on behalf of the Council, they will automatically be covered under the Employers' and public liability section of the policy.
- ❖ The CRA will also be automatically covered under the Personal Accident section of the Councils policy.
- ❖ The Council will also have a duty of care to volunteers and should ensure that all the H&S principals apply – such as wearing Hi-Viz jackets and having a risk assessment. The Council will also need to ensure they are competent to carry out the work.

4.2 The CRA will have to provide the following

- Details of the plan including a method statement from any contractor
- Risk assessment and copy of the contractor's insurance policy (if applicable)
- Confirmation that they will adhere to the HCC recommendation that no planting is above 450mm around the highway edge

4.3 The CRA are suggesting an initial period of three years. It is unlikely that HCC will wish to take back the maintenance after this time and will probably want a considerably longer time scale. The Parish Council therefore have to decide if it wishes to take the risk that the responsibility for the beds may become a liability for the Council.

## **5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS**

5.1 As the garden will be for public use and for the betterment of the community, the Council can claim a VAT refund on the plants providing it places the order, receives the supply of plants and be given the tax invoice. This means that the whole sum raised by the CRA can be spent on the planting.

5.2 The CRA will have to agree the following

- The undertaking that the CRA will oversee the delivery of plants, materials and planting of the scheme
- That the ongoing maintenance will be organised and carried out by them or their chosen contractor at no cost to the Council

## **6 LEGAL ISSUES**

6.1 The Parish Council has the power under S96 of the Highways Act 1980 to do the following

*May with the consent of the Highways Authority for a highway maintainable at the public expense exercise the rights to plant trees and shrubs and lay out grass verges and may maintain tree guards or fences*

## **7. RECOMMENDATIONS**

7.1 That the Council considered the request and decides if the Council should apply to become the agent for HCC in maintaining the flowerbeds in Main and New Parade on behalf of Chorleywood Residents Association.

7.2 That should the Parish Council agree that it gets full recognition on all media and publicity information as supporters of the scheme.





# Chorleywood Parish Council

## Working Practices

Version No - DRAFT  
Review Date: NBC



# 1. Purpose

Chorleywood Parish Council is part of local government and has a responsibility to the residents of Chorleywood for the management of Community Assets, the communication of their policies plans and actions and to provide a service. To meet these responsibilities, the Council offices should be open to the public on a regular basis, and the opening hours published for the benefit of residents. In an employee's contract of employment and are defined to meet the needs of the Parish Council's responsibility to the residents and public.

## 2. Introduction

- 2.1. The Covid-19 pandemic has seen the Parish Council adopt flexible working practices. Not only does this protect our workforce and provide business continuity, it supports broader official measures to curb the outbreak.
- 2.2. This policy continues to support the working arrangements under the current global pandemic and clarifies the additional measures that have been put into place to support these arrangements.
- 2.3. These working arrangements must operate on the understanding that the agreed level of service provided is maintained.
- 2.4. The purpose of flexible working is to put the emphasis on outcomes and productivity rather than just on 'hours of delivery'.

## 3. Scope

- 3.1 This policy is non-contractual and does not form part of the employment contract.
- 3.2 This policy applies to all Council employees excluding agency workers and contractors.
- 3.3 The core time must be maintained. Currently this is 9am to 1pm, Monday to Friday for the office and 8.30am to 4pm Monday to Friday for Rangers.

## 4 Work Patterns

### 4.1 Working from home.

- An employee can request that they 'work from home' for part of the contractual working week.
- This request should be for specific days and fixed for an agreed period of time

- There must be a degree of flexibility, so that the Council can maintain its core time during periods of sickness and holiday, and its 'duty of care' under Health and Safety.
- The request may be refused if the Council would be unable to maintain its core time during periods of sickness and holiday, and its 'duty of care' under Health and Safety.

#### 4.2 Part Time working.

- An employee can request a change to their contractual hours
- This request should be for specific hours on specific days and fixed for an agreed period of time
- The request may be refused if the Council would be unable to maintain its core time during periods of sickness and holiday, and its 'duty of care' under Health and Safety.

#### 4.3 Others.

The above list is not exhaustive, other patterns may be considered in consultation between individual employees and their managers.

## 5. Other Factors

- 5.1 T.O.I.L. – If an employee is asked to work extra hours to complete urgent necessary work then Time Off in Lieu is allowed at a time acceptable to both the Council and the employee.
- 5.2 Holidays – as various work patterns are likely to be in place holiday entitlement will be held in hours and time taken will also be recorded in hours.

**\*END OF DOCUMENT\***