

## CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the Council Chamber,  
South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 28<sup>th</sup> June 2011

### MEMBERSHIP & ATTENDANCE

**Chairman:** \* Mrs A Hayward

**Councillors:**

Mrs W Boatman	* Mrs V Lantree
* T Edwards	* G Liley
* Dr N O Eve	* K Morris
* M. Green	* Mrs A Preedy
* Mrs A Hayward	Mrs L Sutherland
* Miss P Howell	* S Watkins
Mrs M Jarrett	* Mrs J White
* R Khiroya	* Mrs J Worrall
* R Kipps	

\*Denotes Member present.

#### **11/08 PUBLIC FORUM**

There were no members of the public present

#### **11/09 REPRESENTATIONS FROM THE DISTRICT AND COUNTY COUNCILLORS**

The report from District and County Councillor Hayward was noted

#### **11/10 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Mrs Jarrett, Liley and Mrs Sutherland.

#### **11/11 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **11/12 APPROVAL OF MINUTES**

The Council  
RESOLVED

That the minutes of the Annual Parish Meeting dated 10<sup>th</sup> May 2011 be approved as a true and correct record and were duly signed by the Chairman.

That the minutes of the Annual Meeting dated 10<sup>th</sup> May 2011 was noted by the Council

#### **11/13 MATTERS ARISING**

There were no matters arising

#### **11/14 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman announced that she had attended the Royal British Legion 90<sup>th</sup> Anniversary Celebrations in the War Memorial Hall on 11<sup>th</sup> June 2011. She was glad to see other Councillors there. The MP David Gauke made a speech and an afternoon tea was served. The Chairman advised that she had received a kind letter from Major Philpot thanking the Parish Council for their support. The Chairman also wanted to thank those councillors who had painted the doors to the Royal British Legion hall and tidied the place up.

On 15<sup>th</sup> June the Chairman attended the HAPTC Annual General Meeting and submitted the voting papers. She was pleased to announce that Cllr Mrs Lantree had been elected onto the Executive Committee for the next three years. At the AGM there was an interesting presentation from Hertfordshire Libraries on their Outreach Services, this service is dependant on volunteers and the Chairman asked if this was something that could be mentioned in Chorleywood Matters in the future.

On 20<sup>th</sup> June the Chairman attended the Crime Reduction Meeting, TRDC continues to be the safest area in Hertfordshire and Neighbourhood Watch remains active in the area, especially in the Chorleywood West Area.

On 21<sup>st</sup> June the Chairman and Vice Chairman attended the Chairmanship Training. They found it very interesting listening to experiences from other parishes and she was pleased to report that where procedure is concerned Chorleywood Parish Council tick most of the boxes.

26<sup>th</sup> June was the Chairman's Champagne and Strawberry afternoon tea, the Chairman thanked those who attended for coming and said those that were unable to attend were missed.

## **11/15 QUESTIONS UNDER STANDING ORDER 9**

Cllr Mrs Boatman asked for an explanation of the standing order, this was explained by Cllr Mrs Lantree. There were no questions received.

## **11/16 COMMITTEE REPORTS**

Chorleywood Village Halls 17<sup>th</sup> May 2011

11/005 There appeared to be a problem with the sound systems which was creating a feedback. It was considered that it probably was not set up properly. It was suggested that this should be checked by someone who knew how the system worked.

11/007 Cllr Khiroya advised that at the meeting he had stated that he would pay for paint and that he would paint the doors at the Royal British Legion. Cllrs Khiroya, Mrs Lantree and Watkins had subsequently painted the doors.

Open Spaces 24<sup>th</sup> May 2011

The minutes were incorrect as Barbara Green was no longer a District Councillor at the time of the meeting.

11/08 It was unclear what was being referred to regarding the steps near the War Memorial Hall. It was agreed that this would be amended.

Cllr Worrall stated that she was disappointed at the number of spelling mistakes within the minutes. The Clerk confirmed that all minutes were checked by Committee Chairman before publication. The Chairman of the Council said she would take this on board.

Policy and Resources 7<sup>th</sup> June 2011

11/09 Staffing of the Parish Office. Cllr Lantree asked what process there was for booking overtime. The Clerk advised there was no such process. Additional hours were worked as and when required. Additional hours were paid at single time and timesheets were completed that were checked by the Chairman and those signing cheques. The Clerk confirmed that the budget for salaries was not exceeded.

Following general discussion, Cllr Mrs Worrall advised that this type of discussion had been going on for years, and as employers the Council had an obligation to look at the factors. She and Cllr Mrs Sutherland had been asked to look into the situation and had agreed that the current office accommodation should be reviewed first. They were looking at a number of alternatives which would be reported to the next P&R meeting.

**11/17 ACCOUNTS FOR PAYMENT**

Cllr Mrs Preedy asked if the total for salaries could be noted as such as she found the report misleading. The Clerk agreed that this would be done for future reports.  
The Council  
RESOLVED  
To note the report.

**11/18 SUSTAINABLE COMMUNITIES ACT**

Members discussed the report. Cllr Mrs Worrall described the definition for a large and small planning application. She advised that the Planning Committee were asking the Council to support the proposal from Leiston Town Council as outlined in the report.

The Council  
RESOLVED  
To respond positively to the suggestion outlined in the report.  
This was proposed by Cllr Mrs Worrall, seconded by Cllr Mrs White and carried 13 in favour with one abstention.

**11/19 APPROVAL OF THE YEAR END ACCOUNTS**

Members discussed the completed Annual Governance Statement as part of the Annual Return and the Council  
RESOLVED  
To approve the Annual Return for 2010/11

This was proposed by Cllr Mrs Worrall, seconded by Cllr Kipps and unanimously approved.

**11/20 EXCLUSION OF THE PRESS AND PUBLIC**

**THE WAY THE COUNCIL INTERACT WITH THE PUBLIC**

The Chairman stated that she had considered the report and felt it would be better to adjourn the meeting and ask Members for a discussion that would not be minuted. This was agreed and the meeting was adjourned at 9.32pm

The meeting reconvened at 10.04 pm and Members agreed that Cllrs Mrs Howell and Lantree would look at the creating a Calendar of Local Events which could be displayed on the Council's website.

**11/21 CLOSURE**

There being no further business the meeting having commenced at 8.00pm closed at 10.04 pm.

These minutes have been checked by the Chairman.

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

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

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