

## CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the Council Chamber,  
South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 16<sup>th</sup> April 2013

### MEMBERSHIP & ATTENDANCE

**Chairman:** \* Mrs Lyn Sutherland

**Councillors:** \* Mrs W Boatman \* Mrs V Lantree  
\* T Edwards \* G Liley  
M. Green \* F Mahon-Daly  
\* Mrs A Hayward \* K Morris  
\* Miss P Howell \* Mrs A Preedy  
\* Mrs M Jarrett \* S Watkins  
\* R Khiroya \* Mrs J White  
\* R Kipps \* Mrs J Worrall

\*Denotes Member present

The Chairman welcomed Cllr Frank Mahon-Daly to the Council.

### **12/75 PUBLIC FORUM**

There were two members of the public present.

Simone Tyson thanked the Parish Council for the work and progress on the Play Area Project

Gregory Hill spoke on behalf of the Friends of Chorleywood Common regarding the signage in the permissive parking area, and in support of the recommendations presented to the Council by the Planning Committee.

### **12/76 REPRESENTATIONS FROM THE DISTRICT AND COUNTY COUNCILLORS**

There were no reports from the District or County Councillors.

### **12/77 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Green.

### **12/78 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **12/79 APPROVAL OF MINUTES**

The Council

RESOLVED

To approve the minutes of the meeting dated 29<sup>th</sup> January 2013 as a true and correct record.

These were duly signed by the Chairman

### **12/80 MATTERS ARISING**

#### **12/70 Committee Reports**

## **Recommendation 4 Additional Hours and Overtime**

Cllr Lantree requested that the shift in budget lines to accommodate the change in hours be noted.

### **12/81 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised that she had received an unusual email which she read to the Council regarding a Roman hoard of coins that had been found by employees of the Rickmansworth Water Company who gave 20 coins to the Parish Council in 1977. The enquiry was made on behalf of the Three Rivers Museum. Unfortunately no-one present was on the Council at that time. The Chairman confirmed that she had checked the Treasure Trove which lists all historic items found of value. It was also suggested that the Clerk contact the Watford Observer archives to see if they had any information.

The Chairman also advised that the Clerk was to be interviewed by a representative who was drafting the Local Audit Bill for the Government to find out how Parish Councils worked.

The Chairman asked everyone to look at the documents produced by Cllr Mrs Lantree about the Hive Location Proposal. Within this document there was a Mission Statement which has originally been on the Four Year Vision but had not formally been approved by the Council. The Chairman asked that if Members agreed with the statement it should be formally approved. From there aims and objectives could be agreed and each committee would be able to ensure that this statement was considered when putting forward suggestions and making decisions in the future.

The Council  
RESOLVED

To approve and adopt the Mission Statement

To foster the social, economic and environmental welfare of the Chorleywood Parish and to contribute to a sustainable and inclusive community.

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

The document was discussed and a few minor amendments were agreed.

The Council  
RESOLVED

That the Hive Location Proposal document, as amended, be forwarded to the Chairman of The Hive for consideration.

This was proposed from the Chair and unanimously agreed.

### **12/82 QUESTIONS UNDER STANDING ORDER 9**

There were no questions under Standing Order 9.

### **12/83 COMMITTEE REPORTS**

**5<sup>th</sup> March 2013 Chorleywood Village Halls** – it was agreed that Cllrs Mrs Boatman and Lantree would look at the Councils website in view of revamping the details and information about the halls.

**12<sup>th</sup> March 2013 Open Spaces –**

**12/113 – Grave Shoring** – the minutes be changed to read ‘of grave shoring’

**19<sup>th</sup> March 2013 – P&R** Cllr Mrs Worrall advised Members that there was a questionnaire in the pigeon hole regarding Councillor training. Members were asked to complete these and return them to the office, in order that the training programme could be put together for new councillors next year.

**Planning 2<sup>nd</sup> April 2013 –**

Recommendation 1: Training – Cllr Mrs Worrall be invested with the authority to take the matter forward

Proposed by Cllr Morris, seconded by Cllr Liley and unanimously approved.

Recommendation 2: Buildings for Local Listing – To ask Cllr Mrs Worrall to pursue locally listing any buildings in conjunction with Open Spaces and any other appropriate local organisations

Proposed by the Chair and unanimously approved

Recommendation 3: Parish Plan - The Council to write to Local associations to see if they would be interested in joining the Parish Council in producing a Parish Plan in partnership.

Proposed from the Chair and unanimously approved

Recommendation 4: Representation for future Highways Forum Meetings – The Council to have this as an official position appointed each May to attend the Highways Forum meetings.

Proposed by the Chair and unanimously approved.

**12/84 ACCOUNTS FOR PAYMENT**

The Committee

RESOLVED

To accept the accounts for payment

Parish Account £68,771.31

Village Halls Trust £6754.76

Parish Direct Debits from £3285.80

Village Halls Trust Direct debits £990.26

It was noted that the kitchen needed cleaning above the tiled area and it was agreed that a site meeting would take place before the next Village Halls Meeting.

**12/85 CALENDAR OF MEETINGS**

Members consider the change to the proposed calendar of meetings, understanding that the changes had been made to enable comments to be sent to TRDC planning committee with enough time to enable them to be included on the TRDC agenda for

consideration. Discussion took place regarding the start time of the meetings. It was decided that the start time should remain at 8.00 pm to enable people working to attend Council meetings should they wish.

The Council  
RESOLVED  
To adopt the calendar of meetings for 2013-14.

This was proposed from the Chair and carried unanimously.

**12/86 PATERNITY POLICY**

Cllr Mrs Worrall advised that the policy had been taken from the model and therefore there little to need to make any major alterations.

The Council  
RESOLVED  
To adopt the Paternity Policy as detailed in the report.  
That at a later stage this would be followed by the Maternity Policy

This was proposed from the Chair, and carried with 15 in favour with two abstentions

**12/87 CHORLEYWOOD PLAY AREA STRATEGY**

Some Members were concerned regarding the location of some of the signs, however it was felt that these could be addressed in the future. Members discussed the procurement process and Cllrs Mrs Jarrett and Mahon-Daly volunteered to be on the focus panel.

The Council  
RESOLVED  
That Cllrs Mrs Jarrett and Mahon-Daly represent the Council on the TRDC  
Chorleywood Play Area Focus Group  
To accept the procurement process so far.

This was proposed by the Chair and carried 15 in favour with two abstentions

**12/88 CHORLEYWOOD VILLAGE DAY**

A number of alternative locations were discussed should the ground on the Common be too wet to hold Village Day this year. It was agreed that the Clerk write to Russell School asking if they would consider allowing the Council to hold Village Day on their site should the Common be too wet to hold the event. It was also stated that this would be taken back to Open Spaces.

**12/89 PARISH COUNCIL LOGO**

Members considered all three designs for the new Parish Council Logo. It was agreed that the Council would launch the new logo at Village Day.

The Council  
RESOLVED  
To change the logo to include the words 'Parish Council' in a solid band around the outside.

This was proposed by Cllr Mrs Boatman, seconded by Cllr Mrs Hayward and carried 14 in favour with three abstentions.

**12/90 FRENCH MARKET**

It was agreed that the Parish Council should attend the French Market. Cllrs Mrs Boatman, Mrs Lantree, Liley, Morris, Mrs Sutherland and Watkins volunteered to assist the two officers on a rota basis during the day and that the focus of the display should be on the Village Halls.

**12/74 CLOSURE**

There being no further business the meeting closed at 9.45 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.....