

## CHORLEYWOOD PARISH COUNCIL

### MINUTES of the meeting of the PARISH COUNCIL held in the Council Chamber, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 25<sup>th</sup> June 2013

#### MEMBERSHIP & ATTENDANCE

Chairman: \* R Khiroya

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

\*Denotes Member present

#### **13/01 PUBLIC FORUM**

There were three members of the public present.

Gregory Hill from Old Common Road, spoke as a resident advising he did not take to the proposals by the Boundary Commission for the warding of Chorleywood and surrounding area and did not see the railway line as a boundary.

#### **13/02 REPRESENTATIONS FROM THE DISTRICT AND COUNTY COUNCILLORS**

There were no reports from the District or County Councillors. District Cllr Mrs Stibbs was present as an observer.

#### **13/03 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Edwards, Green, Miss Howell, Kipps and Morris.

#### **13/04 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **13/05 APPROVAL OF MINUTES**

The Council  
RESOLVED

To approve the minutes of the meeting dated 16<sup>th</sup> April 2013 and the minutes of the Annual Parish Meeting dated 14<sup>th</sup> May 2013 and to note the Minutes of the Annual meeting dated 14<sup>th</sup> May 2013 as true and correct records of each.

These were duly signed by the Chairman

## **13/06 MATTERS ARISING**

### **Full Council: 12/83 Committee Reports**

**5<sup>th</sup> March 2013 Chorleywood Village Halls** – Cllrs Mrs Boatman and Mrs Lantree to provide details of their availability to the Senior Admin officer to arrange a meeting with the Web designer.

**19<sup>th</sup> March 2013 P&R** – Training would be covered later in the agenda

**Annual Parish Meeting:** No matters arising

**Annual Meeting:** Herts Highways Forum – Members asked for confirmation that the nomination of Cllr Mrs White as the Parish Council's representative on this had been forwarded.

Concern was expressed over a possible conflict of interest of the Chairman of the Village Halls Committee given that he was also the Chairman of the Royal British Legion Chorleywood. It was explained that there could be no preferential influence as in any matter of overlap between the two the rules of the Declaration of Interests would prevent this.

## **13/07 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman advised that Cllr Green was due to go into hospital in the following week and sent the good wishes of the Council for his speedy recovery. The Chairman also advised that Ranger Andrew Goddard had become the proud father of a baby boy at the weekend. It was agreed that the Council would send their congratulations together with a suitable gift.

## **13/08 QUESTIONS UNDER STANDING ORDER 9**

There were no questions under Standing Order 9.

## **13/09 COMMITTEE REPORTS**

**7<sup>th</sup> May 2013 Planning Committee** – Members were advised that a response on the subject of the hedgerow in Homefield road had been received from TRDC that afternoon and would be taken at Planning the following week.

**21<sup>st</sup> May 2013 Open Spaces** – no issues

**28<sup>th</sup> May 2013 – Chorleywood Village Halls-** Members were advised that a thorough deep clean had been undertaken at Bullsland Hall which had included emptying and cleaning of all the cupboard and their contents.

### **Recommendation 1: Annual inspection of the Councils Assets**

The Council  
RESOLVED

That the Council arrange for an annual inspection of all the council's assets to be undertaken which would include a maintenance checklist.

Proposed by Cllr Mrs Sutherland, seconded by Cllr Watkins and unanimously approved

**Planning 4<sup>th</sup> June 2013** – no issues

**18<sup>th</sup> June 2013 Policy and Resources** – Purchase of South Lodge: Clarification was sought on the cost of the purchase which was stated to be in the region of £60k and the payment plan

(£10k interest free paid over six years) with the request that the minutes be amended to include both the proposed purchase price, payment plan and the estimated market value (£200K - £350K). The benefits of the purchase and the current TRDC obligation to provide accommodation to the Parish Council and the associated risks of this as time moved forward were explained. The Parish Council had a number of obligations with respect to the current lease which would need to be undertaken regardless of whether or not the building was purchased. Members were advised that the next stage of plans to make the building fit for purpose had not yet been reached. Normal planning rules would obviously apply for any changes.

### **Recommendation 1 Purchase of South Lodge:**

The Council  
RESOLVED

That the Clerk formally writes to TRDC to open negotiations to purchase South Lodge subject to

- A) The land being freehold
- B) That the land be included up to the tractor sheds
- C) That the Council has full understanding of any covenants or restrictions.

Proposed by Cllr Mahon-Daly, seconded by Cllr Mrs Sutherland and unanimously approved.

It was suggested that Grant funding options be looked into by Cllr Liley.

### **Recommendation 2 Openness and Transparency on Personal Interests:**

The Council  
RESOLVED

That the Council adopts the Openness and Transparency on Personal Interests  
That the Clerk seeks clarification from the Monitoring Officer.  
Was deferred to await an answer from TRDC.

**13/08 Use of Higher Level Stewardship base Funding** – clarification was sought as to why this had been agreed by the Policy and Resources Committee and had not been a recommendation to Full Council. Members were advised that as it was an issue that involved the Open Spaces and Village Halls Committees it had been referred to P&R for the decision.

### **13/10 ACCOUNTS FOR PAYMENT**

Cheque 407952 was explained to be a refund of an Exclusive Right of Burial no longer required by the purchasers but the entry on system would be checked as no amount was shown on the report. The phone bill for War Memorial Hall was clarified to be the dedicated line into the Parish office, not a phone line at the hall. The refund of a credit card payment was confirmed to be due to the Parish card being declined on an office purchase, members asked for further detail to be provided in such instances

The Council  
RESOLVED

To accept the accounts for payment  
Parish Account £48,631.63  
Village Halls Trust £7,706.72  
Parish Direct Debits from £1,999.17  
Village Halls Trust Direct debits £1,841.31

**13/11 APPROVAL OF THE FINAL INTERNAL AUDIT REPORT 2012 – 13**

Staff were to be congratulated on the report which had no recommendations to be brought forward. The process behind a comment made by the auditor under Salaries and Wages was clarified. Whilst the Clerk signed off the Officer's timesheets, the Chairman signed the Clerk's timesheets.

The Council  
RESOLVED

To accept the Internal Audit report subject to the clarification in the minute.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Mrs Jarrett and carried unanimously.

**13/12 APPROVAL OF ANNUAL RETURN FOR YEAR ENDING 31<sup>ST</sup> MARCH 2013**

The Council  
RESOLVED

To approve the Annual return for Year Ending 31<sup>st</sup> March 2013.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Mrs Worrall, and carried unanimously.

**13/13 NEW NEIGHBOURHOOD POLICING STRUCTURE**

Members expressed concern at the changes that had been made to the community policing team with no reference to the Parish Council who fund the two Chorleywood PCSOs and only appraised the Council after the event.

The Council  
RESOLVED

That the Clerk write to express the considerable concern within the Parish council and ask for someone to come and explain and answer Members concerns. This letter to be copied to the new Crime Commissioner.

**13/14 LOCAL GOVERNMENT BOUNDARY COMMISSION**

Members discussed the proposals which they felt showed no interest in the areas and communities given the way Chorleywood wards were being split and the treatment of Sarratt.

The Chairman proposed that the Parish Council support the proposals of the Boundary Commission. The proposal failed on the following recorded vote:

In Favour: Cllrs Mahon-Daly, Mrs Sutherland, Khiroya

Against: Cllrs Mrs Worrall, Liley, Mrs White, Mrs Preedy, Mrs Lantree, Watkins, Mrs Hayward

Abstentions: Cllrs Mrs Boatman, Mrs Jarrett

The Council would therefore not comment on the proposals. It was noted that if Members wished to comment then this would be as individuals not as Councillors.

**13/15 COUNCILLOR TRAINING**

Members who had responded were thanked for their returns on the training questionnaire. It was agreed that the HR Panel follow through the recommendations:

The Council

RESOLVED

That Councillors consider future training needs

That Cllrs consider having a training budget

That following future training, Cllrs are asked to complete feedback forms so that

Cllrs can assess which training best suits their experience.

**13/16 NEIGHBOURHOOD PLANNING**

An informal meeting had been held to discuss whether the Council should shelve plans for a Parish Plan and consider drawing up a Neighbourhood Plan instead. The training for this, involving Community representatives was scheduled for Wednesday 3<sup>rd</sup> July at the War Memorial Hall , arrival from 6.30pm with a start of 7pm. It was acknowledged that 7pm was not an ideal start time but this had been dictated by the trainer. The trainer would be advised that there may be people arriving late. The issue had been taken at the Planning Committee, as this committee is not a spending committee, the money was being taken out of the P&R Staff Training Budget.

The Council

RESOLVED

To approve the spending of £250 on training for Neighbourhood Planning and that Community representatives are to be invited to attend along with other Parish Councils.

This was proposed by Cllr Liley, seconded by Cllr Mrs White and carried unanimously.

**13/17 CLOSURE**

There being no further business the meeting closed at 9.43 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.....