

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 28th March 2017

MEMBERSHIP & ATTENDANCE

Chairman: * Jane White

Councillors: Jo Clarke * Alison Preedy
Tony Edwards * David Raw
* Raj Khuroya Martin Trevett
* Rodney Kipps * Steve Watkins
* Carol Kristian * Jenny Wood
* Jill Leeming * Jackie Worrall
* Geoffrey Liley * Sarah Wright
* Ken Morris

*Denotes Member present

Officers Present: Yvonne Merritt – Clerk
Claire James – Deputy Clerk
Michelle Putman – Admin Officer
Laura Hamilton – Admin Assistant

16/70 PUBLIC FORUM

There were four members of the press and public present.

16/71 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no representations from District and County Councillors

16/72 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jo Clarke, Tony Edwards and Martin Trevett. Cllr David Raw was absent from the meeting.

16/73 DECLARATIONS OF INTEREST AND DISPENSATION

The Clerk gave a brief presentation on the changes to this agenda item which would be covered by a policy paper later in the Agenda.

There were no declarations of interest or requests for dispensation received.

16/74 CO-OPTION FOR ONE COUNCILLOR FOR CHORLEYWOOD NORTH

The co-option of one Councillor for Chorleywood North Ward was conducted by the Clerk. There were two candidates present for consideration, Mr Stuart Marshall and Mrs Phyllis Marrs. Mr Stuart Marshall left the room at 19.39 to allow Mrs Marrs to make her presentation to the Council. At 19.44 Stuart Marshall was invited back into the room to make his presentation to the Council. It was confirmed that both candidates were standing as Independents. Councillors expressed the hope that whoever was unsuccessful would consider standing for election at the Parish elections in the following year.

Following a paper ballot, the Clerk advised that Council that Mr Stuart Marshall has won the ballot and was duly co-opted to the Council .

16/75 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 28th January 2017

These were duly signed by the Chair

16/76 MATTERS ARISING FROM THE PREVIOUS MEETING

Minute 16/57 Cllr Geoff Liley advised the meeting that he had received no information on the parking proposals from Cllr Martin Trevett and requested that he be reminded for the information.

Minute 16/65 P&R Minutes 24.01.17 The Chair asked for an update on the negotiations regarding the Christmas Lights. Members were advised that full compensation had been received in the form of a credit note.

Minute 16/68 Bullsland Hall Caretaker Members were informed that a new caretaker for Bullsland Hall had now been appointed.

16/77 CHAIR'S ANNOUNCEMENTS

The Chair formally welcomed Cllr Carol Kristian to the Council.

The Chair congratulated the Clerk on attaining her CiLCA qualification, which was echoed by several other Councillors.

On behalf of the Parish Council the Chair thanked Cllr Rodney Kipps for opening the Film Festival.

The Chair had attended a recent NALC conference and thanked the Vice Chair for hosting a meeting with the Residents Association. The Chair had also attended a Joint Parish Council meeting and noted that all member Councils within Three Rivers District had been represented, including representatives from Batchworth Parish.

She advised that Greg Hill, the Chairman of Friends of Chorleywood Common (FoCC) had invited her to speak at the FoCC AGM in two days' time.

The Chair had been on an End of Year Finance training course run by HAPTC and advised Members that Cllr Steve Watkins would be attending an HAPTC training course on Neighbourhood Plans in May. The Vice Chair took the opportunity to remind Members about the Open Day invitation to the Chiltern Open Air Museum on the forthcoming Saturday.

16/78 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

16/79 CLERKS REPORT

The Clerk highlighted the following items:

Surveys – The results of the surveys being undertaken on behalf of Three Rivers District Council would be shared with the Parish Council.

Nature Trail – Surveys of the proposed sites of the Wildwood Dens were planned to start in May and take about four weeks. The Clerk had corresponded with the family regarding a proposed legacy donation for the Nature Trail on the Common and thanked FOCC for passing the contact across to the Parish Council.

Copmans Wick Allotments – The visit for all Councillors was planned to take place on the 18th April at 10am.

CiLCA – The Clerk advised that her CiLCA accreditation entitles the Council to declare a General Power of Competence which was explained to Members with examples given.

Groewood Adventure Morning - is due to take place on the 5th April with 20 children currently booked into the activities of bird-box building, Scavenger hunts, arts and crafts colouring and creating mobiles.

Performance Development Reviews (PDRs) – these had now all taken place and the outcomes of these were due to be discussed at the next Policy and Resources Committee.

Training – the Admin Officer was due to attend a Planning Training seminar the following day.

Members were updated on the current plans for **Village Day** and the Parish Council support of the new **Food Event** on the Common on the 29th May.

Business Rates for the War Memorial Hall – the Clerk advised Members that although there were still savings, they were not as great as originally thought.

Dates for the Diary: The Clerk advised Members of the dates for the County Council elections, the Annual meeting of the Council, Village Day and Quiz Night. She also reminded Members that annual reports were due in by the 12th April. The French Market, organised by the Business Association, is due to be held on Sunday 7th May in Chorleywood.

The Council

RESOLVED

To note the report.

16/80 COMMITTEE MINUTES

Planning 7th February 2017: Cllr Raj Khiroya presented the minutes. It was noted with dismay that when the County Council carried out resurfacing of the ramps to the permissive parking area paid for by the Parish Council, alongside the associated road improvements, the parking area by the War Memorial Hall had not been included.

Village Halls 10th February 2017: Cllr Rodney Kipps presented the minutes. Cllr Ken Morris asked for the name of the new Surveyor to the Council which was given as Nick Brown. **16/48 Secretary's reports**
Defibrillators – On behalf of the Council, the Chair expressed her thanks to Cllr Tony Edwards for the fund raising he had done in his personal capacity to pay for the defibrillators with support from the Golf Club, Cricket Club and Chorleywood Care. It was noted that there were now four defibrillators in and around the village.

Planning 7th March 2017 Cllr Raj Khiroya presented the minutes, and the following recommendation regarding Gateway Signs

The Council

Resolved

That monies remaining from the Gateway signs due to Three Rivers District Council funding half the costs be put back into the Council Reserves.

This was proposed by Cllr Raj Khiroya, seconded by Cllr Steve Watkins and was carried with 14 in favour and two abstentions.

Policy and Resources 14th March 2017: Cllr Jane White presented the minutes.

16/71 Social Media Policy – the Clerk advised Members that they all now had a copy of this policy which had been approved by the Council's Insurers and now formed part of the Standing Orders.

Open Spaces 21st March 2017 In the absence of Cllr Tony Edwards, Cllr Alison Preedy presented the minutes.
16/96 Food Event on Chorleywood Common –The Chair asked the Assistant Admin Officer for an update on progress on the planning of the food event. Members were advised that a website had been set up and the organiser was keen to work with the Parish Council to ensure that everything was done correctly. The Council had copies of the necessary Risk Assessments and insurance. It was noted that the organiser was encouraging small businesses to attend.

16/81 ACCOUNTS FOR PAYMENT

In response to questions from Members the following points were noted:

HR service charge was an annual fee not a monthly charge. The Clerk advised that she had a meeting booked for the 18th April with the Head of Services to discuss the Service Level Agreement (SLA). She was very happy with the service which had proved to be very responsive and helpful. It was noted that the Terms of Reference for the HR Committee may need to be reviewed with this contract now in place.

Fax Line – It was noted that the fax line was required as part of the Burial process and the charges covered both the fax line and the alarm monitoring charges

Common Room – The Chair confirmed her desire to start the new Municipal year in the Common Room at the War Memorial Hall. It was noted that the projector was due to be fitted the following week and it was hoped that the new door would be fitted over the Easter Break

The Council

RESOLVED

To note the report

16/82 POLICY RELATING TO DISCLOSABLE PERSONAL INTERESTS

The Clerk advised that the policy had been copied from NALC and, in response to a question from a Member, confirmed that it was already incorporated into the Council's Standing Orders.

The Council

RESOLVED

To adopt the policy as written

This was proposed from the Chair and carried unanimously.

16/83 COMMUNITY/NEIGHBOURHOOD PLAN

Members were advised that the Neighbourhood Plan committee would be attending a training course. The work required to now build the Neighbourhood Plan had increased significantly and it would take some time to work through all the requirements. Thanks were expressed to member of the sub-committee. It was noted that at the recent Joint Parish Meeting, colleagues at Croxley Green Parish Council had offered to help with their experience in building such a plan.

16/84 CLOSURE

The meeting started at 7.30pm, closed at 8.30pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
FC 16/29 Office Refurbishment	Action	A project plan for the planned activities for the refurbishment of the Office to be provided. <i>Ongoing</i> <i>Cllr Raj Khiroya appointed as lead councillor for the project</i>	The Clerk
FC16/30 P&R 13.09.16 & FC 16/ 46 Approval of Minutes FC 16/61 Approval of the minutes	Resolution Resolution	To purchase and install a flagpole and flags for outside the Parish Office. <i>Ongoing</i> <i>Flag Pole has been delivered. Installation is waiting on the new Cemetery notice board to arrive then installation of both can take place.</i> Additional flags to include St Andrews, St Patricks and the Flag of Wales. That the previous decision be rescinded due to flag protocols and that only the parish logo, Union flag and Armed Forces Day be purchased <i>Ongoing</i>	Officers
FC16/30 P 04.10.16	Action	To put the result of the Business Rates recovery exercise in Chorleywood News <i>Members advised that this would be included in the next issue as part of the budget article.</i> <i>Completed</i>	Chorleywood Matters Committee
FC16/34	Resolution	To place £100 on deposit with the Solicitor <i>Members advised that this would be done after the next Joint Parish meeting when it would be determined whether all the other parishes had bought into the scheme.</i> <i>Ongoing</i>	The Clerk

FC 16/65 Committee Mins OS 17/1/17	Resolution	Chorleywood Common Nature Trail That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy. <i>Ongoing</i>	Clerk
FC 16/65 Committee Mins P&R 24/1/17	Resolution	Office to seek a full refund for the Christmas Lights under the Sale of Goods Act 2015 as they were proven to be faulty. <i>Completed – compensation in the form of a credit note for the full amount received.</i>	Officers
F/C 16/65 Committee Mins P&R 24/1/17		That the next edition of Chorleywood Matters shows the goods and services provided by the Council to explain the increase in the precept. <i>Completed</i>	Chorleywood Matters Committee
FC 16/76 Matters Arising	Action	Minute16/57 Cllr Geoff Liley advised the meeting that he had received no information on the parking proposals from Cllr Martin Trevett and requested that he be reminded for the information.	The Clerk
FC 16/80 Committee Minutes Planning 07.03.17	Resolution	That monies remaining from those put aside for the Gateway signs due to Three Rivers District Council funding half the costs be put back into the Council Reserves	The Clerk
FC 16/82 Policy relating to Disclosable Personal Interests	Resolution	To adopt the Policy as Written <i>Completed</i>	Councillors

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

REPORT OF THE POLICY & RESOURCES COMMITTEE EXTRA ORDINARY MEETING 25th APRIL 2017

MEMBERSHIP & ATTENDANCE

- Chair:** * Jane White
- Councillors:** * Tony Edwards
* Rodney Kipps
* Raj Khiroya
* Alison Preedy
* Steve Watkins

*Denotes members present

- Officers Present:** * Yvonne Merritt – Clerk
* Nick Brown – Council Surveyor

There were no members of the public present

16/79 APOLOGIES FOR ABSENCE

There were no apologies for absence.

16/80 DECLARATIONS OF INTEREST AND DISPENSATION

Cllr Rodney Kipps as a member of the Twinning Association claimed dispensation
Cllr Steve Watkins claimed dispensation as he is related to the applicant but not a member of the Twinning Association. Both were granted by the Council

16/81 APPROVAL OF THE MINUTES

The minutes were approved as a true and correct record and duly signed by the Chair

16/82 MATTERS ARISING

16/67 The Chair asked if a response had been received regarding the Christmas Lights. The Clerk was pleased to inform the Committee that the Administration Officer had managed to attain a full credit refund against the lights for this year. The Committee wished to convey their thanks.

16/83 APPLICATIONS FOR GRANT FUNDING

Twining Association

The Clerk advised that it was the Parish Council that were officially twinned with Dardilly but that the Twinning Association worked independently to organise the exchanges and fund raising activities. The Clerk confirmed that the Twinning Association has not applied for funding in the past.

The Committee

RESOLVED

That grant funding of £270 be awarded to the Chorleywood Twinning Association towards hiring of the War Memorial Hall for their 20th Anniversary celebration.

This was proposed by Cllr Raj Khiroya and seconded by Cllr Alison Preedy

This grant was awarded under LGA 1972 S 145 (1) Provision of Entertainment.

Chorleywood Residents Association

Members considered the request from the Chorleywood Residents Association for funding towards their biannual newsletter, or alternatively shared financial help towards shared delivery of the newsletters and Chorleywood Matters.

Members voiced concern that funding towards a newsletter was not only outside the grant funding criteria, but could present a conflict of interests with regard to the independent status of the Residents Association if the publication was part funded by the Parish Council.

After deliberation the Committee

RESOLVED

To decline the application towards grant funding of the newsletter for the reasons stated.

This was proposed by Cllr Rodney Kipps, seconded by Cllr Raj Khiroya and unanimously approved.

16/84 EXCLUSION OF PRESS AND PUBLIC

The Committee

RESOLVED

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for agenda item 5 and they are instructed to withdraw.

CONFIDENTIAL BUSINESS

16/85 ACQUISITION OF ASSETS

As detailed in the minutes under confidential business

16/86 CLOSURE

There being no further business the meeting closed at 9.17 pm

These minutes have been checked by the Chairman.

Signatureagreed via email..... Date.....3rd May 2017.....

These minutes were agreed as a true and correct record at the Policy & Resources meeting and signed by the Chairman.

Signature Date