

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the, Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 11th February 2014 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

13/52 PUBLIC FORUM

There were two members of the press and public present, and PCSO Cloe Hatch

PCSO Cloe Hatch introduced herself to the Council, she said that she had just finished her training and was looking forward to working in the parish.

Mr Michael Hyde thanked the Council for the Commons Information Day held at the War Memorial Hall.

Mr Greg Hill, on behalf of Friends of the Common spoke of the Community Plan advised members that the Friends of the Common AGM was being held on 28th February 2014.

13/53 REPRESENTATIONS FROM THE DISTRICT AND COUNTY COUNCILLORS

A report from Cllr Martin Trevett was read out to the Council. Concern was expressed with regard to the Shepherds Bridge proposals.

The Council
RESOLVED

That this item be placed on the next Planning Agenda with a request for more information to be sent to both Three Rivers District and Herts County Councils.

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

13/54 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs Boatman, Green, Mrs Hayward, Mrs Preedy and Mrs White.

13/55 DECLARATIONS OF INTEREST

There were no declarations of interest.

13/56 APPROVAL OF MINUTES

It was noted that the Council photo had been postponed and it was agreed that the next Full Council meeting would take place at the War Memorial Hall and that the photo was being rescheduled to take place at this time.

The Council
RESOLVED

To approve the minutes of the meeting dated 10th December 2013 as true and correct

These were duly signed by the Chairman

13/57 MATTERS ARISING

13/16 GRANT APPLICATION FOR THE YOUTH COUNCIL - It was noted that the grant funding had not yet been claimed. It was also noted that this grant had been given under the Local Government (miscellaneous Provision) Act 1976 s62

13/47 THREE RIVERS BOUNDARY REVIEW - the Clerk advised that TRDC had accepted the request from the Parish Council to investigate amending the boundary to take into account the anomalies in Loudwater and Stag Lane. Contact and details of the procedure would follow in due course.

13/48 PARKING ARRANGEMENTS AT THE WAR MEMORIAL PERMISSIVE PARKING AREA - Concern had been expressed as to the type of signage to be used. It was suggested that more sympathetic signage should be put to public consultation; however this was not formally proposed.

13/58 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised he had 'Won the Lottery' and was deeply honoured to announce that he had been invited to the Buckingham Place Garden Party on 3rd June.

The Clerk advised that PCSO Tania Stabler had decided to resign her post. The Council formally wished to thank Tania for her commitment and hard work in the area and wished to present her with a token of appreciation at the appropriate time.

13/59 QUESTIONS UNDER STANDING ORDER 9

There were no questions under Standing Order 9.

13/60 COMMITTEE REPORTS

OPEN SPACES COMMITTEE 14th JANUARY 2014

AMENDED REQUEST FROM UK POWER NETWORKS

The Clerk advised that the contractors were unable to follow the route for the new electricity supply to Cherry Tree Dell due to the number of tree roots. A site meeting had therefore been arranged with the company, Parish Ranger and Clerk to discuss a new proposal of channelling the cable underground using the mole system. This system was found to be suitable to the Company and the Parish Ranger could see no impact on the Common.

The Council therefore
RESOLVED

To grant permission to UK Power Networks to provide a new underground power supply to the properties at Cherry Tree Dell, subject to DEFRA approval.

This was proposed by Cllr Edwards seconded by Cllr Mrs Jarrett and unanimously approved.

POLICY & RESOURCES COMMITTEE 28th JANUARY 2014

RECOMMENDATION

DRAFT PRECEPT 2014/15

Members considered the details within the report and also the supplementary confidential paper on the staff re-evaluation. The Clerk confirmed that the increases in salary had been reflected in the final draft of the budget and this would not affect the precept figure.

The Committee

RESOLVED

That the salary increases following re-evaluation be accepted.

That the precept be set at £400,000 or £66.52 per band D Property equivalent to an increase of £7.36 per year or 14p per week.

It was also agreed that a statement would be made from the Council advising why the precept had been increased due to the essential works required at the War Memorial Hall.

This was proposed by Cllr Mahon Daly, seconded by Cllr Mrs Jarrett and unanimously approved.

13/39 HR AND H&S CONTRACT – Cllrs discussed the contract and agreed that the final decision rests with the Full Council. Members felt that this should be dealt with as a matter of urgency, calling an extra ordinary meeting if necessary.

13/43 QUIZ NIGHT – The Council wished to thank Bob Whitney for his comprehensive report. Members generally agreed that in future the number of tables sold should be limited to 18, however some were critical of other suggestions. After some extensive debate

The Council

RESOLVED

That the report be referred back to the P&R Committee with added comments from current Councillors for further discussion.

Non Committee Members were encouraged to attend.

This was proposed by Cllr Mrs Worrall, seconded by Cllr Morris and carried with 10 in favour and one abstention.

13/45 FOUR YEAR VISION - Office Premises – Purchase of South Lodge The Clerk advised that information discussed at the TRDC Meeting had been incomplete and therefore it had been agreed that this item would be returned to the original TRDC Committee for further consideration.

13/61 ACCOUNTS FOR PAYMENT

The Committee

RESOLVED

To approve the payments and direct debits

Chorleywood Village Halls £7969.27

Parish Council £83481.01

13/62 CI/LCA TRAINING FOR THE CLERK

Members generally felt that the Ci/LCA Training for the Clerk would benefit the Council. It would also in the long term allow the Council to obtain the Power of General Competence.

The Council

RESOLVED

That the Clerk enrolls for the Ci/LCA Training Course, allowing her to work from home one day per month

That progress reports be issued to each P&R Committee Meeting.

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

13/63 PARKING ARRANGEMENTS AT THE WAR MEMORIAL PERMISSIVE PARKING AREA

The Senior Admin Officer explained the research she had undertaken. It was generally felt that Option 2 would be preferable. There was confidence that the signage would be in keeping. It was also advised only one machine would be required at each site, as usually it was the coin mechanism that failed. It was also considered preferable to have a lead in period when warning notices would be put on cars for the first offence.

The Council
RESOLVED

That Option 2 was chosen as the contract for parking enforcement at the War Memorial and Shepherds Bridge permissive parking areas, subject to a contribution of £1,000 towards the capital costs and 50% of the revenue costs being paid for by the Golf Club.

This was proposed by Cllr Mahon-Daly, seconded by Cllr Watkins and unanimously approved.

13/64 INTERNAL AUDIT REPORT – FIRST INTERIM

The Council
RESOLVED

To accept the audit report with congratulations to the Clerk and Officers.

This was proposed by Cllr Kipps, seconded by Cllr Mrs Lantree and unanimously agreed.

13/65 CLOSURE

The meeting have started at 8.00pm, closed at 9.55pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 11TH MARCH 2014

MEMBERSHIP & ATTENDANCE

Chairman: * T Edwards

Councillors * Mrs W Boatman
* Mrs M Jarrett
* R Khiroya (ex officio)
* F Mahon-Daly
* Mrs A Preedy
* Mrs L Sutherland (ex officio)
* S Watkins
* Mrs J Worrall

* Denotes members present

There were two members of the public present.

13/89 APOLOGIES FOR ABSENCE

There were no apologies for absence.

13/90 DECLARATIONS OF INTEREST

There were no declarations of interest.

13/91 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting held on 14th January 2014 which had been discussed at Full Council with no changes made, be approved as a true and correct record.

13/91 MATTERS ARISING FROM THE MINUTES

The meeting was suspended to allow Mr G Hill – Friends of Chorleywood Common to address the Committee – thanking the Officers and Members for their contribution towards their AGM. The meeting was then reconvened.

13/76 Open Spaces Officers Report. It was understood that the Cricket Club had been to a meeting with TRDC to discuss their proposals for their new clubhouse. The Clerk advised that no plans had been seen and that she had not been advised of anything officially.

13/92 FINANCIAL COMPARISON STATEMENT 2013/14

In response to a member's question, the Clerk advised that there was a further Higher Level Stewardship instalment to come in.

The Committee

RESOLVED

To note the report.

13/93 NATURE TRAIL

This agenda item was brought forward to allow the Temporary Research Assistant to take part in this item on the agenda

Members were briefed on the feedback from the Common Information Day where members of the public had been asked their opinions on the proposals for the Nature Trail. Whilst the responses were not mathematically or statistically robust, they were an indication of views. Members were advised that the mushrooms, seats and other carvings created by the Rangers on tree stumps on the Common were creating a lot of interest. In response to a question Members were advised that the current figure for funding for the Nature Trail being applied for was £59K, but was likely to rise.

13/94 OPEN SPACES OFFICER'S REPORT

Maintenance of the Horse track: Members were advised that this had been discussed with Natural England who had advised the material suggested for the maintenance was not suitable given the proximity of the area track to one of the ponds and had suggested grasscrete. This was clearly not suitable for horses so the maintenance had for the time being been put on hold.

The issue of riders not keeping to the permissive horse track was discussed. The British Horse Society had previously advised that if riders were not on the horse track they were not covered by insurance for themselves or others. The Clerk had also previously written to the local stables highlighting the issue. Following discussion

The Committee

RESOLVED

That the Clerk engages with the relevant National bodies regarding the horse track.

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

Christchurch Brick and Flint wall along the A404: The two quotes that had been received by the Council for the repair and maintenance of the flint wall around Christchurch were explained. It was suggested that it would be better to do as a whole but funding was not allocated to the required amount. After further discussion on the budget position:

The Committee

RESOLVED

That the work to the whole wall bordering the road be completed this summer and that the necessary revenue be taken from the underspend from Open Spaces. This was proposed by Cllr Mrs Jarrett, Seconded by Cllr Mrs Sutherland and carried unanimously.

Height Restriction Barrier at Shepherds Bridge Permissive parking area: Members were concerned about the operation of such a barrier whilst agreeing with the principle of the idea to address the damage being caused by heavy goods vehicles turning in the area and suggested that Herts County Council be consulted.

Treeworks at Grovewood: During the course of treeworks at Grovewood the Contractors had noted a further number of trees not included in the original contract that in their view now needed attention.

The Committee

RESOLVED

That the work be undertaken at the quoted cost of around £600 plus VAT

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

Grazing: Members were advised that the meeting with the stockman had taken place and that initially four cattle were to be trained with the collars. Following discussion the line of the compartment for the

fencing had been adjusted to the top of the hill along Dog Kennel Lane. Members were advised that there was interest in the grazing from a number of other Councils who would be coming to visit during the course of the grazing period.

Parking Proposals: Members were updated on the progress of the implementation of the scheme and voiced concerns that the scheme should be well publicised. It was agreed that notices would be put up in the two permissive parking areas affected and full information would be available on the website before the scheme came into operation.

The Committee
RESOLVED
To note the report.

ALLOTMENTS

13/95 OCCUPATION

The Council
RESOLVED
To note the occupation

13/96 WAITING LISTS

The Council
RESOLVED
To note the details on the waiting list

LAWN CEMETERY

13/97 INTERMENTS

The Committee
RESOLVED
To note the number of interments that had taken place.

13/98 REQUEST FOR MEMORIAL BIRD BATH IN THE CEMETERY

The Committee
RESOLVED
That the request to place a memorial bird bath in the cemetery be agree subject to the condition that the supplier installs the item given the weight of the chosen product.

This was proposed by Cllr Edwards, Seconded by Cllr Mrs Boatman and carried unanimously.

13/99 CEMETERY FLOWERS

Members were advised that the Cemetery Administrator had endeavoured to find suitable pot holders with spikes. Only one option had so far been found which in itself will cause issues with storage, robustness and availability to visitors to the Cemetery. An example of this option had been purchased which was passed round the meeting. Although marketed as a pot holder members felt that it was not fit for purpose.

The Committee
RESOLVED

That the rule regarding flowers in the Lawn Cemetery would stand for the time being but that Officers continue to try to find a suitable alternative container for pots for use in the Cemetery.

This was proposed by Cllr Mahon-Daly, Seconded by Cllr Mrs Jarrett and carried unanimously.

13/100 COMPOUND IN THE LAWN CEMETERY

The Committee
RESOLVED

That the Compound in the Lawn Cemetery is agreed with the exact location subject to discussion with the Diocese.

This was proposed by Cllr Watkins, Seconded by Cllr Mahon-Daly and carried unanimously.

COMMON AND GROVEWOOD

13/101 MOTH SURVEY

The Committee
RESOLVED

That permission be given for the survey of moths on Chorleywood Common to continue this year with vehicle access onto the Common.

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

13/102 PURCHASE OF A NEW MINI EXCAVATOR

The Committee
RESOLVED

That a new Kubota Mini Excavator be purchased in part exchange of the current digger and bucket with the engine immobiliser at the additional spend also being purchased.

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

In passing the Rangers were given credit for the part exchange value of the existing digger which was down to their careful machine maintenance regime.

GENERAL

13/103 THANKS

The Chairman stated that as this was the last Open Spaces committee of the current Council he wished to thank all those who he had worked with and in particular Cllr Mrs Jarrett who had been on the Committee for over 25 years.

13/104 CLOSURE

The meeting having commenced at 8.00 pm closed at 9.55 pm.

Signed ...Chairman agreed by email Date31/3/2014.....

These minutes were agreed as a true and correct record at the Open Spaces meeting and signed by the Chairman.

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

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 18th MARCH 2014**

MEMBERSHIP AND ATTENDANCE

Chairman: *Cllr R Kipps

Members: - *Cllr Mrs A Hayward
* Cllr Mrs V Lantree
* Cllr R Khuroya (ex officio)
Cllr F Mahon-Daly
Cllr K Morris
* Cllr Mrs A Preedy
*Cllr Mrs L Sutherland (ex officio)
*Cllr S Watkins

Also in attendance: * Mr S Manson - Surveyor
*Mrs Y Merritt – Treasurer
*Mrs M Putman – Secretary

*Denotes members present

RECOMMENDATION

Refurbishment of the War Memorial Hall:

- A) To commence the appointment of the Surveyor to carry out the planning application and draw up the specification to incorporate extensions to both wings of the War Memorial Hall.
- B) To send out the specification to three different builders for quotes for the work to be done.

13/ 032 APOLOGIES FOR ABSENCE

There were two apologies for absence: Cllr F Mahon-Daly and Cllr K Morris.

13/033 DECLARATION OF INTEREST

There were no declarations of interest received.

13/034 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 21st January 2014 were approved as a true and correct record,

13/035 MATTERS ARISING

The Spring Market that took place on Saturday 15th March made a profit of approximately £500.00. There were 30 stalls in the hall but customers visiting the hall was very slow.

The main area of concern being the lack of parking. Chorleywood Golf Club had a match on in the morning and therefore to be able to park to visit the hall was almost impossible. Cllr R Khiroya felt that in future better liaison with the Golf Club is needed.

Chorleywood Presents..... which took place on Saturday 15th February made a small profit of £160.00. It was a very successful evening and enjoyed by many residents of Chorleywood.

On Saturday 8th March Chorleywood Brownies slept overnight in the War Memorial Hall. The girls thoroughly enjoyed their stay in the hall. Cllr Khiroya and Cllr Mrs Sutherland visited the hall during the early evening taking chocolates, paid for out the Chairman's allowance.

The Committee felt that other events needed to be looked into running in the War Memorial Hall.

Food Fair

Craft Fair

Farmers Market

Lots for Tots - children's clothes

Indoor Table Top Sale.

Annual Antique Fair

Cllr R Kipps requested that the banner advertising Zumba be removed from the front of the War Memorial Hall. The banner is allowed on the front railing for the first four weeks of each term only.

Cllr Watkins would like the tables removed from the stage to allow easier access to putting the tables out and away. He requested investigation into a trolley to keep the tables on with the possibility of storing the tables in the alcove by the piano. Investigation is also needed into more trolleys for the chairs.

13/036 SECRETARY'S REPORT

War Memorial Hall

Cllr R Kipps asked how long the EICR certificate is valid for, in the British Legion. The Treasurer stated that they would seek clarification from the Electrician.

Note: As the RBL is open to the Public the EICR Certificate will need to be renewed annually. This applies to all the Council run village halls.

Cllr R Kipps asked if the British legion could be included in the PAT Testing for the War Memorial Hall, Hollybush Hall and Bullsland Hall.

13/037 TREASURER'S REPORT

The Committee

RESOLVED

To note the report.

13/038 WAR MEMORIAL HALL REFURBISHMENT

The Committee

RESOLVED

That recommendation is made to Full Council to progress this

13/039 **FOUR YEAR VISION**

There was nothing to discuss

13/040 **CLOSE**

The meeting having commenced at 8.00 pm, closed at 9.24 pm

The Committee Chairman has agreed these minutes.

Signed **Date**

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

Signed **Date**

REPORT OF THE PLANNING COMMITTEE MEETING
ON TUESDAY 25th MARCH 2014
MEMBERSHIP AND ATTENDANCE

Chairman: *Cllr Mrs J White
Councillors: Cllr M Green
*Cllr Miss P Howell
*Cllr R Khiroya (ex officio)
*Cllr Mrs V Lantree
*Cllr G Liley
*Cllr Mrs L Sutherland (ex officio)
*Cllr S Watkins
*Cllr Mrs J Worrall

*Denotes members present.

There were no members of the public present.

PART 1 MINUTES

13/141 APOLOGIES FOR ABSENCE

There was one apology for absence received:- Cllr M Green.

13/142 DECLARATIONS OF INTEREST

There were no declarations of interest received.

13/143 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting of the 4th March, 2014 be approved as a true and correct record.

13/144 MATTERS ARISING

That on the minutes of the 4th March the asterisk beside both Cllr M Green and Cllr Miss P Howell is removed as they were not present at the meeting.

13/131. The Licensing Officer was not able to provide us with any information as no licence application from the Hive has been received to date.

Cllr Mrs J White advised that the planning application (14/0186) for 10 Solesbridge Close was rejected at the recent District Planning Committee meeting on grounds of unsatisfactory access and cramped development.

Cllr Mrs J White advised the Committee that the appeal she attended for Micklefield Hall had been dismissed. . Although this property is not within the Parish, access to the venue is through Chorleywood.

13/145 LETTERS OF OBJECTION/EXPLANATION

There were no letters of objection received.

13/146 PLANNING APPLICATIONS

The Committee

RESOLVED

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

13/147 PLANNING APPEALS

There were no planning appeals this month.

13/148 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES

The Committee

RESOLVED

To note the tree applications.

13/149 PLANNING APPLICATIONS DECISIONS RECEIVED

The Committee

RESOLVED

To note the planning decisions received for the period ending 17th March, 2014.

13/150 URGENT ITEMS

Notice of Publication of the West London Waster Plan Proposed Submission Version – Cllr Mrs J White advised the Committee that she would investigate this further and report back to the Committee. .

13/151 LICENCE APPLICATION

None to report

13/152 TRANSPORT

UPDATING OF 30MPH SPEED LIMIT ON VARIOUS ROADS IN CHORLEYWOOD.

Noted by the Committee

TEMPORARY CLOSING OF QUICKLEY LANE

Noted by the Committee

TEMPORARY CLOSING AND TEMPORARY WAITING RESTRICTIONS IN VARIOUS ROAD IN CHORLEYWOOD.

Noted by the Committee

IMPROVEMENTS TO THE M25.

This was noted by the Committee.

COMMUNITY PLAN

The application for designation of a Neighbourhood area has been sent to all Chorleywood Parishioners.

Cllr Mrs J White advised the Committee that Three Rivers District Council will pay for the application and the money will be re-claimed via grant funding.

Cllr Mrs J Worrall advised that Chorleywood Magazine will put a description of the Community Plan in the May edition of the magazine.

Cllr Mrs J Worrall advised that the Committee will have a stall at the French Market on Sunday 11th May to promote the Community Plan.

Cllr Mrs White felt that the next highway meeting which is scheduled for Tuesday 8th April the same day as Full Council, that it was not imperative that a member of Chorleywood Parish Council should attend. Cllr Mrs White will send out an e-mail to see if there are any volunteers to attend the meeting.

13/153 CLOSURE

The meeting having started at 8.04pm and finished at 9.14pm

These minutes have been read and agreed by the Chairman.

SignedAgreed by Cllr Mrs J White.....Date ...01/04/14.....

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

Signed Date

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 1st APRIL 2014

MEMBERSHIP & ATTENDANCE

- Chairman:** * **R Khiroya**
- Councillors:** * **T Edwards**
* **Mrs M Jarrett**
* **R Kipps**
* **F Mahon-Daly**
* **Mrs L Sutherland**
* **Mrs J White**
* **Mrs J Worrall**

*Denotes members present

13/48 APOLOGIES FOR ABSENCE

There were no apologies for absence

13/49 DECLARATIONS OF INTEREST

There were no declarations of interest.

13/50 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 28th January 2014 be approved as a true and correct record.

13/51 MATTERS ARISING FROM THE MINUTES

Recommendation 1 Precept 2014/15

Members felt that clarification was needed to explain the difference in the figures provided by TRDC and those of the Parish Council. The Precept for 2013/14 was £345,000 which included the Housing Revenue Grant, this was not reported in the statement from TRDC hence the difference in the percentage figures. A full explanation was to appear in Chorleywood Matters and on the Parish website.

13/44 Armed Forces Week

It was noted that the Parish Council were in negotiations with the Royal British Legion and Chorleywood Bookshop to do something to commemorate the start of the WW1 on the weekend of 2nd and 3rd August 2014. The War Memorial Hall had been provisionally booked for this purpose.

13/52 FINANCIAL COMPARISON STATEMENT 2013/14

The Committee

RESOLVED

To note the report

13/53 HR AND H&S CONTRACT

The Committee

RESOLVED

That this item would be referred to Full Council when more information would be available

This was proposed by the Chairman and unanimously approved.

13/54 QUARTERLY CASHBOOK REPORT

The Clerk advised that she had received communication from National Savings and Investments stating that the Parish Council had opened an account in 1988 investing £2500, the account currently had a balance of £3929.99. Paperwork had been received to change the signatories, and this would be done after the election.

She also confirmed that she had received advice about the Councils investment portfolio but again as it was likely that new accounts may be opened any changes were to be deferred to the new council.

The Committee

RESOLVED

To note the report

13/55 TO REVIEW THE EFFECTIVENESS OF THE INTERNAL AUDIT

Members considered the detail within

The Account and Audit Regulations (SI 2006 no. 564) requires that all local councils review the effectiveness of the internal audit on an annual basis.

To ensure that the Parish Council can discharge this responsibility this committee needs to review

1. The Scope of the internal audit
Reports presented to the Council were comprehensive and covered all aspects of the Councils functions.
2. Independence
The Company is independent from the Council.
3. Competence
All Auditors are professionally trained.
4. Relationships
The Company employs a number of Auditors and therefore a number of different personnel carry out the audits.
5. Audit planning and reporting.
The reports are comprehensive and Audit planning covers all aspects of the Councils functions.

The Committee

Therefore RESOLVED

To Re-appoint RBS Auditing Solutions for the 2014/15 financial year.

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

13/56 RISK MANAGEMENT REPORT

Members considered all aspects of the Risk Management and were satisfied that the Parish has the right processes in place.

The Committee
RESOLVED
To note the report

13/57 REPEAL OF s.150(5) OF THE LGA 1972 – IMPLEMENTATION (ENGLAND)

Members considered the details within the legislation and agreed that this would be a progressive way forward. However there were a number of things that needed to be investigated prior to a decision being made.

The Committee
RESOLVED

That Officers investigate what the Bank had to offer and to check the audit requirement and report back to the new Council for further consideration.

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

13/58 CI/LCA UPDATE

The Clerk advised that she had attended her first training session and had completed seven of the 25 modules required to complete the qualification.

The Members were informed of the Learning Agreement which enabled the Council to support the Clerk in her studies.

The Committee
RESOLVED

To support the Learning Agreement between HAPTC, the Clerk and the Parish Council to enable the Clerk to attain her CiLCA qualification.

This was proposed by Cllr Mrs Sutherland, seconded by Cllr Mrs Jarrett and unanimously approved.

13/59 CALENDAR OF MEETINGS

There was discussion with the regard to the frequency of planning meetings over the New Year period. However it was agreed to leave both the December and January dates on the calendar and these could be reviewed nearer the time.

The Committee
RESOLVED
To approve the Calendar of Meetings for 2014/15

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

13/60 CLOSURE

Before closing the meeting the Chairman thanked the committee for the hard work and support over the past year. He also wished to formally thank Cllr Mrs Jarrett for her many years of service to the Parish Council and Community. He wished her well for the future.

The meeting having started at 8.00 pm, finished at 8.56 pm

These minutes have been checked by the Chairman.

Signatureagreed via email Cllr Mrs Sutherland..... Date...2.4.14.....

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

Signature Date

Parish Council Cheque list

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
408340	3256	05/02/14			OS	Gardner B	Payment for work for January
408341	3257	05/02/14	£50.44	£8.41	£42.03 OS	ARCO Watford	Trousers for Andrew
408342	3258	05/02/14	£85.32	£14.22	£71.10 OS	Geo Brown Implements Ltd	Brushcutter
408343	3259	05/02/14	£432.00	£72.00	£360.00 OS	Urban Forestry	Tree work on tree on Common
408344	3260	05/02/14	£139.66	£23.28	£116.38 OS	Geo Brown Implements Ltd	Clutch housing - RTV
408346	3273	19/02/14	£0.00	£0.00	£0.00 P & R	SPOILT CHEQUE	spoilt cheque
408347	3262	11/02/14	£290.40	£48.40	£242.00 OS	TBS Hygiene Ltd	Collection of Dog Bins
408348	3263	11/02/14	£747.36	£124.56	£622.80 OS	JRB Enterprise	Dog Bags
408349	3264	11/02/14	£2,520.00	£420.00	£2,100.00 OS	Love & Stileman	Tree work on Chorleywood Common
408350	3265	11/02/14	£369.54	£61.59	£307.95 P & R	Ricoh Uk Ltd	Photocopier - rent
408351	3266	11/02/14	£345.07	£57.51	£287.56 P & R	Ricoh Uk Ltd	Phtocopier - Usage
408352	3267	11/02/14	£42.41	£7.07	£35.34 P & R	Hertfordshire County Council	Stationery
408353	3268	11/02/14	£158.96	£15.13	£143.83	Petty Cash	
408354	3269	11/02/14	£173.23	£0.00	£173.23 CNCL	Expenditure	VAT payment to WMH
408355	3274	19/02/14			P & R	Merritt Y D	salary Feb
408356	3275	19/02/14			P & R	Putman.M	salary feb
408357	3276	19/02/14	Total salaries for February £12122.35		P & R	James.C	salary Feb
408358	3277	19/02/14			OS	Goddard.A	salary feb
408359	3278	19/02/14			OS	Watts C	salary feb
408360	3270	19/02/14	£134.30	£0.00	£134.30 P & R	Came & Company	Tractor LS63 DWN motor insurance amended policy
408361	3271	19/02/14	£834.16	£139.03	£695.13 P & R	Twin Systems Plc	Quarterly System Support Services
408362	3272	19/02/14	£220.00	£0.00	£220.00 P & R	H A P T C	CILCA Course
408363	3261	19/02/14	£22,172.40	£3,695.40	£18,477.00 CNCL	Geo Brown Implements Ltd	Kubota tractor
408365	3279	27/01/14	£82.80	£13.80	£69.00 P & R	Society Of Local Council	Larger Councils Networking Event
408367	3280	27/01/14			OS	Gardner B	February Salary
408368	3281	27/01/14	£606.24	£101.04	£505.20 OS	Falon Nameplates Ltd	A63 - Greenwood
408369	3282	27/01/14			P & R	Watts L	February Wages
408370	3283	27/01/14	£36.00	£0.00	£36.00 P & R	CPRE - The Hertfordshire	Membership
408371	3284	27/01/14	£600.00	£100.00	£500.00 P & R	Festive Impact Lighting	Chrimstmas lighting 2013
408372	3285	05/03/14			P & R	Bindloss E	February Salary
408373	3286	05/03/14	£7,290.00	£1,215.00	£6,075.00 OS	Love & Stileman	Tree work - Grove Wood
408374	3287	05/03/14	£42.75	£7.12	£35.63 OS	Geo Brown Implements Ltd	Muffler and Exhaust Gasket
408375	3288	05/03/14	£95.98	£16.00	£79.98 OS	Geo Brown Implements Ltd	Guide Bar, Chain Sprocket Cover
408376	3289	05/03/14	£3,672.74	£0.00	£3,672.74	Inland Revenue	Tax and NI - Feb
408377	3290	05/03/14	£2,768.87	£0.00	£2,768.87	Hertfordshire County Council	Superannuation - Feb
408378	3291	11/03/14	£294.42	£49.07	£245.35 OS	Falon Nameplates Ltd	Plaque - A-0208
408379	3292	11/03/14	£71.90	£0.00	£71.90 P & R	Fleming P	Website services - February
408380	3293	11/03/14	£13.25	£2.21	£11.04 P & R	Sos Office Supplies	Colour coding dots
408381	3294	11/03/14	£518.02	£0.00	£518.02 OS	Christ Church Chorleywood	Maintenance of Christ Church 1 Jan - 31 March
408382	3295	11/03/14	£220.19	£36.70	£183.49 P & R	Twin Systems Plc	Installation of MS Publisher
408383	3296	11/03/14	£147.58	£24.60	£122.98 P & R	Hertfordshire County Council	stationery
408384	3297	11/03/14	£118.80	£19.80	£99.00 P & R	Neopost	Ink cartridge
408385	2790	18/03/14			OS	Watts C	salary

Parish Council Cheque list

Start of year 01/04/13

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
408385	3298	18/03/14			OS	Watts C	Salary March
408386	2789	18/03/14	Total Salary March £12177.17		OS	Goddard.A	salary
408386	3299	18/03/14			OS	Goddard.A	Salary March
408387	3300	18/03/14			P & R	Putman.M	salary march
408388	3301				P&R	Merritt Y D	
408389	3302	18/03/14			P & R	James.C	salary march
408390	3303	21/03/14	£606.24	£101.04	£505.20 OS	Falon Nameplates Ltd	memorial plaque Q185
408391	3304	21/03/14	£294.42	£49.07	£245.35 OS	Falon Nameplates Ltd	memorial plaque A131B
408392	3305	21/03/14	£294.42	£49.07	£245.35 OS	Falon Nameplates Ltd	memorial plaque A078
408393	3306	21/03/14	£354.42	£59.07	£295.35 OS	Falon Nameplates Ltd	memorial plaque A109
408394	3307	21/03/14	£90.00	£15.00	£75.00 OS	Geo Brown Implements Ltd	reg plates on new tractor
408395	3308	21/03/14	£400.00	£0.00	£400.00 P & R	Philec	electrical testing office and mess room
408396	3309	21/03/14	£247.84	£11.80	£236.04 P & R	EDF ENERGY	electricity for christmas lights
408397	3310	21/03/14	£232.32	£38.72	£193.60 OS	TBS Hygiene Ltd	dog bins february
408398	3311	21/03/14	£196.04	£0.00	£196.04 P & R	Custom Carpentry	repairs to front door inc new locks
408399	3312	21/03/14	£489.65	£23.32	£466.33 OS	Butler Fuels	diesel for machinery
408400	3313	21/03/14	£7,125.00	£0.00	£7,125.00 P & R	Hertfordshire Police Authority	pcso
408401	3316	25/03/14	£30.00	£0.00	£30.00 P & R	CDA Herts	Parish Profile
408402	3317	26/03/14			P & R	Bindloss E	March Salary
408403	3318	26/03/14			P & R	Watts L	March Salary
408404	3319	26/03/14	£8,260.80	£1,376.80	£6,884.00 CNCL	Teleshore Uk Ltd	Teleshoring equipment for cemetery
408405	3320	26/03/14	£114.93	£8.53	£106.40 P & R	Petty Cash	Petty Cash - March
408406	3321	26/03/14	£80.00	£0.00	£80.00 P & R	Chorleywood Magazine (Jill)	Ranger Job Advert
408407	3322	26/03/14	£258.75	£0.00	£258.75 P & R	CSC Corporate Domains Inc	Domain name payment to CSC
408408	3323		£606.24	£101.04	£505.20 OS	Falon Nameplates Ltd	Plaque A-144A
408409	3324		£30.00	£0.00	£30.00 P & R	Mills Window Cleaning Services	Cleaning inside and outside
408410	3325		£250.00	£0.00	£250.00 P & R	Society Of Local Council	SILCA
408411	3326		£606.24	£101.04	£505.20 OS	Falon Nameplates Ltd	Plaque - A-Q31 Miles
408413	3327		£52.04	£0.00	£52.04 P & R	Came & Company	Insurance
408414	3328		£383.53	£63.92	£319.61 P & R	Right Maintenance Ltd	Fautyl Waste Pipe
408415	3329		£163.20	£27.20	£136.00 P & R	Right Maintenance Ltd	External tap to rear of kitchen
408416	3330		£160.02	£26.67	£133.35 P & R	Right Maintenance Ltd	Mess room attempted break in - repair handles and locks
408417	3331		£720.00	£120.00	£600.00 OS	Love & Stileman	Tree work in Grove Wood
408418	3332		£10.00	£0.00	£10.00 P & R	Hamptons Estate Agents	ICO Workshop - Claire James
408419	3333		£115.90	£0.00	£115.90 P & R	Fleming P	March Invoice for Website
408420	3334		£5,054.42	£0.00	£5,054.42	Inland Revenue	Tax & N.I March 2014
408420	3335		£4,896.07	£0.00	£4,896.07	Hertfordshire County Council	Superannuation
408420			£9,950.49	£0.00	£9,950.49		
Total			£98,489.20	£8,447.23	£90,041.97		

Parish Council Direct Debit List

Start of year 01/04/13

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
DD020114	3336	02/01/14	£230.40	£38.40	£192.00 P & R	Peninsular	H&S contract
DD030314	3353	03/03/14	£22.71	£3.79	£18.92 P & R	British Gas Business	Service Contract
DD040214	3347	04/02/14	£22.71	£3.79	£18.92 P & R	British Gas Business	service contract
DD060114	3337	06/01/14	£22.71	£3.79	£18.92 P & R	British Gas Services	monthly service contract
DD080114	3338	08/01/14	£2.00	£0.00	£2.00 P & R	Co-Op. Bank	visa charge
DD100214	3348	10/02/14	£210.51	£10.02	£200.49 P & R	British Gas Business	gas bill south lodge
DD100214	3349	10/02/14	£50.37	£8.06	£42.31 P & R	Co-Op. Bank	credit card bill - and stationery
DD100314	3354	10/03/14	£2.00	£0.00	£2.00 P & R	Co-Op. Bank	credit card charge
DD110214	3350	11/02/14	£150.08	£25.01	£125.07 P & R	Bt Payment Services	internet line
DD150114	3339	15/01/14	£77.00	£0.00	£77.00 OS	TRDC	council tax cemetery
DD150114	3340	15/01/14	£425.00	£0.00	£425.00 P & R	TRDC	office council tax
DD160114	3341	16/01/14	£196.53	£32.76	£163.77 P & R	Bt Payment Services	office telephone
DD230114	3342	23/01/14	£230.40	£38.40	£192.00 P & R	Peninsular	Hr Contract
DD250314	3355	25/03/14	£230.40	£38.40	£192.00 P & R	Peninsular	HR contract
DD251113	3223	25/11/13	£230.40	£38.40	£192.00 P & R	Peninsular	Hr Contract
DD260214	3351	24/02/14	£230.40	£38.40	£192.00 P & R	Peninsular	HR contract
DD260214	3352	26/02/14	£24.00	£4.00	£20.00 P & R	Peninsular	HR Contract
DD270114	3343	27/01/14	£24.00	£4.00	£20.00 P & R	Peninsular	HR Contract
DD280114	3344	28/01/14	£80.00	£3.81	£76.19 P & R	E.on	gas charges
DD280114	3345	28/01/14	£727.64	£121.27	£606.37 P & R	British Gas Business	electricity bill
DD300114	3346	30/01/14	£116.06	£19.34	£96.72 P & R	Bt Payment Services	fax line

Chorleywood Village Halls Cheque list

Start of year 01/04/13

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
W403116	566	05/02/14	£61.20	£10.20	£51.00	WMH Right Maintenance Ltd	Supply and fit toilet seat
W403125	567	11/02/14	£48.76	£8.13	£40.63	WMH Minatol Limited	Antiseptic Wipes
W403126	568	19/02/14	£118.10	£17.92	£100.18	WMH Linda Clarkson	Refreshments for Chorleywood Presents
W403127	569	19/02/14	£365.92	£60.99	£304.93	WMH Carol Kristian	Advertising for Chorleywood Presents....
W403128	570	19/02/14				WMH Putman.m	salary feb
W403129	571	27/02/14	£173.33	£28.89	£144.44	WMH Nelson	Dishwasher repair
W403130	572	27/02/14				WMH Watts Mrs L	February Salary
W403131	573	27/02/14	Total Salaries for February £2018.41			WMH Sears Derek	February Salary
W403132	574	27/02/14				WMH Arnold M	February Salary
W403133	575	27/02/14	£518.64	£0.00	£518.64	WMH Philec	Electrical Testing - WMH
W403134	576	27/02/14	£65.00	£0.00	£65.00	WMH Philec	Electrical Work in the WMH
W403135	577	27/02/14	£51.41	£5.25	£46.16	WMH Petty Cash	Petty Cash
W403136	578	05/03/14	£608.24	£0.00	£608.24	WMH Hertfordshire County Council	Superannuation - Feb
w403137	579	05/03/14	£496.57	£0.00	£496.57	WMH Inland Revenue	Tax & N I - Feb
W403138	580	18/03/14				WMH Putman.m	salary march
W403139	581		£200.00	£0.00	£200.00	WMH Philec	electrical testing RBL Hall to be recharged
W403140	582		£503.47	£0.00	£503.47	WMH Philec	electrical testng Hollybush and Bullsland Hall
W403141	583		£628.92	£0.00	£628.92	WMH Custom Carpentry	Repairs to external doors
W403142	58		£29.80	£4.97	£24.83	WMH Minatol Limited	paper towels
W403144	585					WMH Watts Mrs L	March salary
W403145	586		Total Salaries for March £2242.37			WMH Sears Derek	March salary
W403146	587					WMH Arnold M	March Salary
W403147	588		£69.19	£0.83	£68.36	WMH Petty Cash	March Petty Cash
W403148	589					WMH Mrs S Holland	Cleaning of the Halls
W403149	590		£215.92	£35.99	£179.93	WMH Right Maintenance Ltd	Water Leak
W403150	591		£35.00	£0.00	£35.00	WMH Mills Window Cleaning Services	Window Cleaning at the Hall
W403152	593		£780.40	£0.00	£780.40	WMH Hertfordshire County Council	Superannuation
Total			£9,230.60	£173.17	£9,057.43		

Chorleywood Village Halls Direct Debit List

Start of year 01/04/13

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
DD030214	600	03/02/14	£1,051.00	£0.00	£1,051.00	WMH Bounced Cheque	Bounced cheque
DD030214	601	03/02/14	£6.00	£0.00	£6.00	WMH Co-Op. Bank	bank charges for bounced cheque
DD080114	594	08/01/14	£2.00	£0.00	£2.00	WMH Co-Op. Bank	credit card fees
DD100114	595	10/01/14	£182.85	£8.71	£174.14	WMH British Gas Business	Bullsland hall gas bill
DD100114	596	10/01/14	£1,273.42	£60.64	£1,212.78	WMH British Gas Business	war memorial hall gas bill
DD100114		10/01/14	£1,456.27	£69.35	£1,386.92		
DD100214	602	10/02/14	£39.38	£6.23	£33.15	WMH Co-Op. Bank	credit card bill including stationary
DD100314	606	10/03/14	£42.73	£6.79	£35.94	WMH Co-Op. Bank	credit card fee plus lighting gels
DD170214	603	17/02/14	£36.11	£1.72	£34.39	WMH E.on	Hollybush elec bill
DD170314	607	17/03/14	£35.92	£1.71	£34.21	WMH E.on	electricity bill Hollybush
DD200114	597	20/01/14	£14.79	£0.70	£14.09	WMH E.on	Hollybush electricity
DD200214	604	20/02/14	£95.72	£4.56	£91.16	WMH British Gas Business	gas bill Bullsland
DD280114	598	28/01/14	£417.53	£19.88	£397.65	WMH British Gas/Elec	War Memorial Hall Elec
DD280214	605	28/02/14	£70.93	£3.38	£67.55	WMH British Gas Business	elec bill Bullsland Hall
DD300114	599	30/01/14	£106.26	£17.71	£88.55	WMH Bt Payment Services	telephone bill Village Halls
DD300413	443	30/04/13	£106.35	£17.73	£88.62	WMH Bt Payment Services	WMH phone bill



CHORLEYWOOD PARISH COUNCIL – COMPLAINTS PROCEDURE

1. The following procedure will be adopted for dealing with the complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
2. . This policy does not cover complaints against an individual Councillor.
A complaint about a Parish Councillor should be addressed to:

The Monitoring Officer
Three Rivers District Council
Three Rivers House
Northway
Rickmansworth
WD3 1RL

The Monitoring Officer can only deal with complaints about the behaviour of a Councillor. It will not deal with complaints about matters that are not covered by the Councillors Code of Conduct. Complaints must be about a Councillor's failure to follow the Code of Conduct. Further information is available from the Three Rivers District Council website.

<http://www.threerivers.gov.uk/Default.aspx/Web/ComplaintsAboutCouncillors>

3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing (letter/e-mail/standard form) to the Clerk to the Council, at Chorleywood Parish Council, South Lodge, Rickmansworth Road, Chorleywood, Rickmansworth WD3 5SL.
5. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example) he or she will be advised to write to the Chairman.
6. (a) On receipt of a written complaint, the Clerk to the Council (except where the complaint is about his or her own actions) or Chairman of the Council (if the complaint relates to the Clerk) will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
(b) Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chairman of the Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.

7. The Clerk to the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
8. The Clerk to the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.
9. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
10. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public but any decision on the complaint will be announced at the Council meeting in public.
11. The Council may consider in the circumstances of any particular complaint whether to make any 'without liability' payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.
14. The Council will not acknowledge or consider, under any circumstances, informal or formal complaints that are submitted anonymously.

Local Government Act 2000 S92 (payments in cases of maladministration).

