

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the War Memorial Hall, Common Road, Chorleywood, on Tuesday 7th April 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors: * Jo Clarke * Ken Morris
 * John Copley * Alison Preedy
 Harry Davies * David Raw
 * Barbara Dickens * Martin Trevett
 * Barbara Green * Steve Watkins
 * Raj Khiroya Jane White
 * Rodney Kipps * Jenny Wood
 * Jill Leeming Jackie Worrall

*Denotes Member present

Officers Present: Mrs C James – Deputy Clerk
 Mrs M Putman – Admin Officer
 Miss L Hamilton – Admin Officer

14/80 PUBLIC FORUM

There were twenty-three members of the public present

Gregory Hill from Friends of Chorleywood Common made comment relating to the Play area proposals.

Mrs Irons, a local resident made comment relating to the shortlisting of Grovewood for further evaluation as a possible site for a play area in Chorleywood .

14/81 REPRESENTATIONS FROM THE DISTRICT AND COUNTY COUNCILLORS

There were no representations received.

14/82 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Harry Davies, Jane White and Jackie Worrall.

14/82 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

14/83 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the meeting dated 10th February 2015.

These were duly signed by the Chairman

14/84 MATTERS ARISING

14/63 - 14/54 The Cost of the Water Bill for the Hollybush Hall: Members were advised that no response had been forthcoming yet from Affinity Water regarding the water bill for Hollybush Hall.

14/85 CHAIRMAN'S ANNOUNCEMENTS

The Chairman's Diary of events

15th February & 15 March: The Chairman had helped out at the indoor car boot sales being run by the Parish Council at the War Memorial Hall.

28th February: Friends of Chorleywood Common AGM attended.

2nd March: Local Area Forum attended

11th March: Local Council Quality Scheme Briefing session attended with Vice Chairman Cllr Steve Watkins and the Deputy Clerk

30th March: Dementia Meeting attended. There will be a 'Dementia Friendly Chorleywood' launch in the Library on the 25th April at 2.00-4.00 and the Library will be holding a Dementia Friendly week from 16-23 May.

4th April: Attended the Chorleywood House exhibition about the history of the House and Grounds

14/86 QUESTIONS UNDER STANDING ORDER 9

No questions under Standing Order 9 had been received.

14/87 DEPUTY CLERKS REPORT

The Council

RESOLVED

To note the report

14/88 COMMITTEE REPORTS

Planning 3rd March 2015 – In the absence of both the Chair and Vice Chair of the Planning Committee, the Chairman of the Council Cllr Tony Edwards presented the minutes of the Planning Committee meeting.

Open Spaces 10th March 2015 - Cllr Barbara Green presented the minutes of the Open Spaces Committee drawing Members attention to:

14/71 Trees next to the Railway Line – advising that the Ranger could show Members the area of trees in question.

14/71 Resurfacing works – Members were advised that these were due to take place on the 15th April

Recommendation 1 PERMISSIVE PARKING AREA SCHEME CONTRACT RENEWAL 15-16

The Council

RESOLVED

That the contract for the permissive Parking Area Scheme be renewed for the forthcoming year at the same level as the 14/15 year

This was proposed from the Chair by Cllr Tony Edwards and approved unanimously.

Village Halls Trust 17th March 2015 – Cllr Rodney Kipps presented the minutes of the Village Halls Committee meeting.

Recommendation - Indoor Car Boot Sale Dates for 15/16:

The Council

RESOLVED

That the proposed dates for the Indoor Car Boot Sales: 25th October 2015, 22nd November 2015, 17th January 2016, 21st February 2016 and 20th March 2016 go-ahead but noted that additional assistance will be required from all Councillors to run these events.

This was proposed by Cllr Rodney Kipps, Seconded by Cllr Tony Edwards and carried unanimously.

Planning 24th March 2015 - In the absence of both the Chair and Vice Chair of the Planning Committee, the Chairman of the Council Cllr Tony Edwards presented the minutes of the Planning Committee meeting.

Policy and Resources 31st March 2015 – Cllr Tony Edwards presented the minutes of the Policy & Resources Committee.

Recommendation 1 LOCAL COUNCIL AWARD SCHEME

Members were advised of the potential benefits to both the Public and the Council of the Local Council Quality Award Scheme.

The Council

RESOLVED

That the Council applies for the Foundation Award accreditation initially

This was proposed by the Chairman Cllr Tony Edwards and unanimously approved.

Recommendation 2 CHORLEYWOOD IN BLOOM

Members were advised of the enthusiasm and raised expectations in the Village with respect to Chorleywood in Bloom. It was confirmed that self watering baskets and tubs were being looked at to reduce the need for watering daily and the costs of the baskets and tubs discussed. It was also noted that sponsorship would be sought for the tubs in particular given their greater unit cost. Some of the cost would be one off set up costs to get the scheme going in the first year. The Chorleywood in Bloom Steering Group were to meet the following evening and the Horticultural Society were being involved.

The Council

RESOLVED

That a further £1100 be allocated to Chorleywood in Bloom taken from the Christmas Lights budget line bringing the total budget for Chorleywood In Bloom to £2100

This was proposed from the Chair by Cllr Tony Edwards and approved unanimously.

14/62 Notice Boards It was noted that Cllr Martin Trevett was following up the possibility of the Parish Council sharing use of the District Council Boards in Chorleywood.

14/63 Purchase of a Defibrillator Box. It was noted that the Committee had agreed to the purchase of a defibrillator box which would be placed on the outside of the War Memorial Hall as part of the refurbishment works in the Summer. Members dissed the need and benefits of defibrillators being available and the Chairman outlined the process that operated when a box was called into use. Publicity on the availability of the defibrillators would be made through the Parish website and local magazines when installation had taken place.

14/89 ACCOUNTS FOR PAYMENT

The Council

RESOLVED

To approve the payments and direct debits

Chorleywood Village Halls

- Cheques £10,002.91
- Direct Debits £420.63
- Debit Card Payments £0.00

Total £10,423.54

Parish Council

- Cheques £91,292.95
- Direct Debits £678.16
- Debit Card Payments £0.00

Total £91,971.11

14/90 REQUEST FOR PLAY AREA ECOLOGICAL SURVEY COSTS

Background to the request for funding was given to Members. Two of the three surveys agreed by the Play Area Advisory Group were being funded by Three Rivers District Council who felt the third, Ecological surveys, ought to be funded by the Parish Council, particularly given that three of the four shortlisted sites are Parish council owned. The benefits to the Parish Council of the ecological surveys outside of the possible play area were confirmed. Reference was also made to the recent Open Spaces Committee meeting which had agreed that more surveys of the Common were required to add to the knowledge base of the Common. In response to a question, members were advised that a brief had been issued for each of the requested surveys. It was noted that Countryside Management Services (CMS) had confirmed that there would be little difference to the costs if one site be taken out of the list. It was confirmed that all the reports would be available to Full Council.

The Council

RESOLVED

To fund the environmental surveys by CMS for the four shortlisted sites supported by the Play Area Advisory Group at a total cost of £850 with the money to be taken from reserves.

This was proposed from the Chair by Cllr Tony Edwards and approved with thirteen votes in favour and one against.

14/91 COMMUNITY PLAN

In the absence of Cllr Jane White, Cllr Steve Watkins updated the Council on the progress being made with the analysis of the results of the Community Plan Questionnaire. A synopsis of the results had been published in the recent edition of Chorleywood Matters and further publication of the results would be through the Parish website. It was noted that the Police had already undertaken two speed checks in Chorleywood following feedback from the results of the questionnaires.

14/92 CLOSURE

The meeting have started at 8.00 pm, closed at 8.56 pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the EXTRA ORDINARY MEETING OF THE PARISH COUNCIL held in the
Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on
Tuesday 21st April 2015**

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors:	* Jo Clarke	* Ken Morris
	* John Copley	* Alison Preedy
	* Harry Davies	* David Raw
	* Barbara Dickens	* Martin Trevett
	* Barbara Green	* Steve Watkins
	* Raj Khiroya	* Jane White
	* Rodney Kipps	* Jenny Wood
	* Jill Leeming	* Jackie Worrall

*Denotes Member present

**Officers Present: Mrs C James – Deputy Clerk
Mrs M Putman – Admin Officer**

The Chairman opened the meeting by confirming the reason for calling the meeting and explaining the background to the NALC Model Standing Orders and the format of the document.

14/93 APOLOGIES FOR ABSENCE

There were no apologies for absence.

14/94 STANDING ORDERS

Members reviewed each Standing Order (SO) in turn, referring where necessary to the existing Standing Orders of the Council. Agreement was sought at the end of the debate of each order and on individual items within a given SO where required. Text in italics identifies additions made.

SO1: Rules of debate at meetings

1 (m) removed

1 (o) replaced with a Councillor may speak more than once in the debate on a motion at the discretion of the Chairman.

1 (t) amended to

Excluding motions moved under Standing Orders 1(r) above, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes *on each occasion* without the consent of the Chairman of the meeting.

All agreed

SO2: Disorderly conduct at meetings

2 (a) amended to

No person shall obstruct the transaction of business at a meeting or behave offensively or improperly *in contravention of the Code of Conduct of the Council*. If this standing order is ignored, the Chairman of the meeting shall request such person (s) to moderate or improve their conduct.

All agreed

S03: Meetings Generally

3 (e) delete 'council offices' and replace with '*at any designated council premises*'

3 (e) amendment of the start time of meetings to 7.30pm was carried by a majority of 12 votes in favour of a 7.30pm start with 5 against.

3 (g) 15 minutes was agreed by all as the time designated for public participation at meeting

3 (g) ref to 3 (e) should be to 3 (f)

3 (h) three minutes agreed as the limit on the time a member of the public can speak.

3 (i) ref to 3 (e) should be to 3 (f)

3 (m) to be changed to reflect the Public Bodies (Admission to Meetings) Act 1960 that has been amended by the Openness of Local Government Bodies Regulations 2014. The Amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

a) Film, photograph or make an audio recording of a meeting:

b) Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;

c) Report or comment on proceedings in writing during or after a meeting or orally report or comment after the meeting.

3 (x) It was agreed that a meeting shall not exceed a period of three hours, without the resolution of the committee.

All agreed

S04: Committees and sub-committees

4 (d) i. To be replaced by Appendix 1 of the existing Council Standing Orders – Terms of Reference, Powers and Duties of Standing Committees.

4 (d) v. Discussion took place on the need for substitutes and how the system worked at TRDC.

Cllr Martin Trevett proposed that substitutes at meetings be allowed. This proposal had no seconder so the motion was lost.

All agreed that this item be removed which results in substitutes are not permitted at meetings.

4 (d) vi. and vii. Deleted

4 (d) vii the wording 'other than a standing committee' to be removed

4 (d) ix deleted

4 (d) x. reword to

Shall determine if the public and press are *not* permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.

Debate took place on the existing standing order 19 2 (d) the Chairman and Vice-Chairman of the council shall be voting Members of every committee.

Views expressed covered the right to attend but not vote, the right to vote unbalanced a committee and was not felt to be democratic, the continuity that the Chair and Vice chair being voting members on all committees currently and the benefits this brings both to council business and other councillors and officers alike, undue influence that might result in this arrangement which was countered by the experience to date of this never happening, the fact that the current system works well and has done so for a number of years so why change. It was agreed to keep the system as present that the chairman and Vice chairman of the Council shall be voting members of every committee.

The inclusion of existing SO 19 7 was considered but not agreed for inclusion.

It was agreed that the following items should be added from the existing Standing orders to the new S04:

SO19 2 (b), 2 (d), 2 (e), 3 and 4 (excluding the last sentence of 4).

All Agreed

S05: Ordinary council meetings

No changes – all agreed

S06: Extraordinary meetings of the council and committees and sub-committees

6 (d) agreed with the inclusion of *seven* days and *two* members.
All agreed

S07: Previous Resolutions

No changes – all agreed

S08: Voting on appointments

No changes - all agreed

S09: Motions for a meeting that require written notice to be given to the Proper Officer

9 (b) and (d) *Four* days agreed

S0 10: Motions at a meeting that do not require written notice

No changes – all Agreed

S0 11: Handling confidential or sensitive information

No changes – All Agreed

S0 12: Draft minutes

No changes – All Agreed

S0 13: Code of Conduct and dispensations

No changes – All Agreed

S0 14: Code of conduct complaint

No changes – All Agreed

S0 15: Proper Officer

15 (b) iii *Three* days agreed

S0 16: Responsible Financial Officer

No changes – All Agreed

S0 17: Accounts and Accounting Statements

No changes – All Agreed

S0 18: Financial controls and procurement

18 a (v) and C – £60,000 to be reduced to £20,000 to be in line with the Financial Regulations.

SO 19: Handling Staff Matters

19 (a) Reference to SO 32 to be removed

All Agreed

SO 20: Requests for Information

No changes – All Agreed

SO 21: Relations with the press/media

No changes – All Agreed

SO 22: Execution and sealing of legal deeds

No changes – All Agreed

SO23: Communicating with District and County or Unitary councillors

No changes – All Agreed

SO 24: Restrictions on Councillor Activities

No changes – All Agreed

SO 25: Standing Orders generally

No changes – All Agreed

Thanks were expressed by Members to Cllrs Barbara Green and Jackie Worrall for the hard work they had put into the review of the Standing Orders.

The Council

RESOLVED

To adopt the new Standing Orders based on the NALC model as amended and with the amendments agreed at this meeting

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

14/95 FINANCIAL REGULATIONS

It was noted that at the P&R meeting of the 23rd September 2014:

14/19 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Financial Regulations (Chairman & Clerk) – the Chairman explained the colour coding, numbering system and method to get to the draft before members. The Clerk confirmed that financial limits were viable and present in the current financial regulations. Members agreed that this draft was acceptable for recommendation to Full Council without amendment

The Council

RESOLVED

To adopt the Financial Regulations as presented.

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

14/96 LOCATION OF THE ANNUAL PARISH AND ANNUAL MEETINGS 5TH MAY 2015

The Council

RESOLVED

That the meetings start at 7.30pm and take place at the War Memorial Hall.

This was proposed by Cllr Martin Trevett, seconded by Cllr Jane White and carried unanimously.

14/97 CLOSURE

The meeting have started at 7.30 pm, closed at 10.19 pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the EXTRA ORDINARY MEETING OF THE PARISH COUNCIL held in the War Memorial Hall, Common Road, Chorleywood, on Thursday 4th June 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors: Jo Clarke * Ken Morris
John Copley * Alison Preedy
* Harry Davies * David Raw
Barbara Dickens Martin Trevett
* Barbara Green * Steve Watkins
* Raj Khiroya * Jane White
* Rodney Kipps Jenny Wood
* Jill Leeming * Jackie Worrall

*Denotes Member present

Officers Present: Yvonne Merritt - Clerk
Michelle Putman - Admin Officer
Laura Hamilton - Admin Assistant

The Chairman opened the meeting by confirming the reason for calling the meeting and welcomed the members of the public

PUBLIC FORUM

There were 65 members of the public present.

The Council heard representations from

- Nils Blythe, from Grovewood Close speaking against a play area in Grovewood.
- Mel Peel, from Grovewood Close speaking against a play area in Grovewood
- David Walker, from Whitelands Avenue, speaking in favour of keeping the play area process
- Maryilyn Leadbetter, from Homefield Road asking details regarding fencing on the Common
- Janet Cullen, from Grovewood, speaking against a play area in Grovewood.

15/01 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jo Clarke, John Copley, Barbara Dickens, Martin Trevett and Jenny Wood.

15/02 GROVEWOOD

The Chairman opened the meeting explaining that the Extra Ordinary Meeting had been requested by two councillors to discuss the removal of Grovewood, at this stage of the process as a potential site for the location of a play space. He advised the Council that residents of Grovewood had formulated a fully Constitutional Friends Group which would be recognised by the Council. He stated that he would ask Cllr Davies to speak first, followed by Cllr Leeming who were both in favour of the motion, he would then ask Cllr Green to speak as Chairman of the Play Area Advisory Committee and threw the debate open in order that all members could have a say.

Cllr Davies stated that he had called the meeting because he was deeply concerned that in its desire for a site for a play area the identification of Grovewood as a possible site had given rise to considerable worry by the residents of Grovewood Close who fear that the character of Grovewood would be fundamentally damaged and they, the residents, would lose forever the quality of life, tranquillity, and enjoyment of their environment that has existed in Grovewood Close for many years. He felt that this was grossly unfair.

Knowing Grovewood close very well, Cllr Davies thought it would be disingenuous to say that he did not have considerable doubts as to the suitability of Grovewood as a play area although he was open to being convinced that it is the most suitable site, if compelling arguments were to be produced in favour, but so far none of the arguments seen convinced him that this is the case.

Grovewood is the only prospective site surrounded by residents, therefore unlike the other sites under consideration there is an exceptional reason why its suitability should be considered – the human factor. He stated that he would find it intolerable if the Parish Council continued to inflict misery upon the residents for possibly months ahead when that unnecessary burden could be lifted at this meeting.

He stated that he was aware that the removal of Grovewood as a potential site may appear unfair to the opponents of the other prospective sites, but he felt Grovewood was exceptional, as it is the only site where the uncertainty is causing much anxiety, stress and unhappiness to local residents.

He went on to add that if the opponents of other prospective sites could demonstrate similar concerns for the well-being of so many residents then the Parish Council should not prolong the misery of those residents either, although as stated he felt Grovewood was exceptional. He asked members of the Council to put themselves in the position of the residents of Grovewood Close and ask themselves how they would like to be in such an intolerable situation.

He went on to state that he did not feel that Grovewood could fit the criteria, as

- It is not centrally located in the area of greatest need.
- It is equidistant to the Swillett from the area of greatest need and therefore a waste of taxpayers' money
- It is a heavily wooded area and a play area would necessarily result in the destruction of much of the natural vegetation including trees.
- Because of its location it would encourage car parking in a street that is narrow and largely unsuitable for on-street parking, and poor lines of sight could create a danger for children dashing into the road
- The creation of a play area would be detrimental to the residential amenities of the residents in Grovewood Close adversely affecting their quality of life that they have previously enjoyed
- The noise level would be substantially increased.

For these reasons alone he could not see how the site would get planning approval. And he asked his fellow Councillors in the interest of natural justice to support the proposal that Grovewood be removed from further consideration.

Cllr Leeming stated that Councillors had heard the concerns and reasonable anxieties about the siting of a possible playground in Grovewood Close, not only from the residents who it would affect very much, but also from many others who like to walk there. From all the evidence it seems that 100% of the residents area against the play area in this site. In the Parish Council's own publication 'A Four Year Vision 2012-2016' it states under the heading strategic objectives on page 2 that the Council will be considerate of the needs and views of their parishioners. She hoped fellow Councillors would be tonight.

She went on to say that she also had a copy of the Grovewood Management Plan; this was constructed with the advice from the Countryside Management Service which has been commissioned in the last 15 years. The CMS had suggested 'creating a shrub layer around the edge of the woodland which would mean a more diverse habitat for wildlife'. This has been implemented and there is now a hedge about 8" to 10" high. Thirty years ago it was possible to see across Grovewood from one side to the other with fewer trees and shrubs and the floor of mostly brambles. Now there is little possibility of oversight from the surrounding houses or even the road during the summer months, and the interior is now a series of quite glades with paths through it. Residents mention seeing owls, woodpeckers, bats, badgers, squirrels and deer. She added there was insufficient time to list the number of butterflies, moths and other insects that had been reported to. In short Grovewood has become a woodland nature reserve, possible because of the Parish Council's

management plan. It is lovelier than it used to be and if a playground was put there almost all the wildlife would disappear.

So with all this and the entirely reasonable concerns about the dangers of traffic and possible accidents she would respectfully suggest that Grovewood Close be removed from the list of possible places for a playground. It has caused an awful lot of stress and anxiety for all the people who live there, and who love what Grovewood Close's woodland has become, and it would be good to relieve them of this worry.

Cllr Leeming added that if she was allowed to say more she would question the need for a playground at all, especially as Chorleywood already has one in the Swillett. Ed Balls was, she is told, the Minister who allocated the funds for playgrounds to improve deprived areas and she thought he was right to do so, but Chorleywood is not a deprived area, it is very lucky to have the open spaces and woodlands that it has, and with the increasing urbanisation everywhere and the Green Belt being threatened we do need to hang on to Chorleywood's rural aspects which are its most attractive features.

Cllr Green said as Chairman of the Play Space Advisory Committee. I do not feel that Grovewood, or any other site, should be removed from the short-list at this stage, for the following reasons,

1. You, as Council Members appointed the Advisory Committee to take on the task of identifying potential sites for a new play-space. This was always going to be an onerous task, given its history.
2. However, you agreed the Committee membership and terms of reference and it was also agreed that we should undertake this task alongside representatives of the wider community.
3. The Advisory Committee has kept the Council fully informed of their deliberations and of their progress and at no time have any issues been raised by Councillors in relation to the work of the committee.
4. Now, as a result of pressure from one group within the community, the Council is being asked to remove one of the sites from the short-list.
5. This not only undermines the Advisory Committee but threatens to cause the collapse of the whole process of selection.
6. If this motion is accepted and Grovewood is removed from the short-list at this stage of the process, what is to stop residents who live adjacent to any of the other sites demanding that their site is also removed? The whole process then becomes untenable.
7. Whatever Councillors' personal views about the appropriateness or otherwise of Grovewood as a potential site, your duty, as representatives of the whole community, is to support the process and reject this motion. You may have friends who live in Grovewood Close, or you may have been lobbied by residents of the Close. Whatever your personal position on this, you are not on the Council to express your personal views – whether Grovewood is, or is not, a suitable site for a play-space is immaterial to this debate.
8. We as Councillors, have a responsibility to ensure that this selection process, which is only part way through at this stage, continues to completion. We represent the whole community and that includes residents of course, but what gets forgotten in all this is that it also includes the children, who actually do not have a voice. We must ensure that this process does not fail for their sakes.
9. However, Cllr Green knew one of the concerns of Grovewood residents is that they have no representation on the Advisory Committee. Grovewood has now formed a legitimate Friends Group and she was happy, should the Council agree, for a representative to sit on the Advisory

Committee alongside other representatives. They will have an opportunity to make their case in an appropriate manner within the remit of that committee.

10. To sum up she respectfully requested that members of the Council vote against this motion, in doing so they would make it possible for the Advisory Committee to progress with their task and reach a proper, fully coherent and considered conclusion.
11. She reminded members that they would have the final decision as to the final choice of the site when the time comes.

Cllr White advised that before she gave her thoughts on Grovewood, she would briefly introduce herself, who had been a Parish Councillor for five years, and for three of those had chaired the parish planning committee, which had given her an insight into the stress and uncertainty the planning process can cause to neighbours. This situation is not dissimilar and she really does understand the distress and worry this can cause and she was taking the residents of Grovewood situation extremely seriously.

She advised that Councillors were not debating the suitability of the site per se, but its removal from the shortlist before the completion of the process, having given this a great deal of thought, and somewhat controversially she said she was minded to think that the early removal from the shortlist may actually do Grovewood more harm than good and she went on to explain why.

Taken on a standalone basis, many of the arguments for removal are compelling. But these concerns come mainly from those closest to Grovewood, and may not fully represent the thoughts of the wider community. We must balance them against the official reports on this site which we've yet to receive and consider.

Also, the case against Grovewood has been presented in isolation, without equal scrutiny of the other contenders. Who is to say, as our evaluation processes, that the other three sites may not make equally strong-or even stronger cases to be similarly removed? It is impossible for us, as Councillors to know at this stage that Grovewood isn't actually the best option, however unlikely that may seem tonight.

Sometimes there is no right answer, just one answer that is marginally less wrong than others. Should it be the case that Grovewood is the 'least bad' option, it doesn't mean a green light for a play area. It may be that even our chosen site is unsuitable, and there is in fact, no suitable site in all of Chorleywood Parish for a new play area.

And this is a key point, in order for our conclusions to be accepted by the vocal and proactive play-area lobby, we must explore every option thoroughly: our conclusions have to be watertight, and in her view, this means not striking out a location ahead of time.

She went on to say that she had enormous sympathy for the case made by Friends of Grovewood. Personally she believed their arguments will outweigh those against competing sites, but she was anxious to avoid a situation where, if Grovewood was to be removed now then the chosen site proves to be unsuitable, calls would be made to reopen consideration of Grovewood on the basis that it wasn't completed properly in the first place. Furthermore, if the parish does not follow process in a way that is fair to everybody by treating each site the same, we prejudice the whole exercise: resulting in stalemate and demands for yet another re-run of the selection procedure.

So to be fair to other sites and their supporters, but moreover, to protect Grovewood against being the only site not to go through the full process and therefore open to appeal, Cllr White suggested that the Council keep Grovewood on the shortlist.

Cllr Khroya stated that he had listened to both sides and he understood the principal of the process, however parishioners had chosen the Councillors to act on their behalf and therefore he felt that Grovewood should be removed from the process.

Cllr Preedy stated that she felt stuck in the middle – she had come to the table with an open mind, she felt for the residents of Grovewood but felt it was right to wait for the reports to be received in order that she could make the right decision.

Cllr Kipps said he was also split- obviously there were a lot of people present who were against Grovewood as a suitable site, but to take this location out at this stage would invalidate the process. He added that it was a shame that there was no Friends Group at the beginning of the process as they could have put their point across at that time.

Cllr Raw said that the Advisory Group was working hard on the process and for the good of the Community and democracy Grovewood should stay on the list.

Cllr Watkins said that he had been on the Council for 13 years and on the Play Advisory Committee for the past four years. In 2011/12 the Committee had looked at all sites in Chorleywood and at this stage Grovewood was not considered. During the current process, new sites had been looked at and discounted including Warings Field off Furze View, Valley Road. He was not present at the site meeting but had he been he would have agreed with residents that Grovewood was not suitable. He felt that as this was a Three Rivers project that any play area should be put on Three Rivers Land. He felt that residents of the Close should not be made to suffer and therefore Grovewood should be removed from the process.

Cllr Morris stated that he had listened to the arguments and felt that the remarks so far lead to his opinion that Grovewood should be removed from the process, furthermore he felt that Chorleywood Common should also be removed as Chorleywood House Grounds was the best place for a play area.

Cllr Worrall said that she had also been a Councillor for 13 years, and she appreciated that there was a strong desire for a play space for Chorleywood. She felt that the Grovewood report was excellent but the arguments equally applied to other sites. She felt that the residents of Chorleywood should be working together looking at a site that was suitable for the health and safety of the Children, it would be so much better if everyone was pulling in the same direction.

Cllr Edwards – completed the speeches, by stating that the Advisory Group had commissioned experts to look at all aspects of the process, these included the Police, Three Rivers Play advisors, and the Countryside Management services who were all totally independent. Whilst some reports had been received due to the time of year, the environmental surveys were not expected back until August. Having asked for unbiased opinions it would be inappropriate at this stage to withdraw any sites from the process.

Having listened to all Councillors the Chairman asked Cllr Harry Davies to make his proposal

Cllr Davies said he felt saddened that this colleagues were substituted with bureaucracy instead of the human factor but proposed

That Grovewood Is withdrawn, at this stage of the process, as a potential site for the location of a play space.

This was seconded by Cllr Jill Leeming.

Cllr Morris put an amendment to the motion (under section 1. R. i. of Standing Orders) that Chorleywood Common should be added to the list, this was seconded by Cllr Worrall

The amendment was voted upon and carried with 6 in favour, 2 against, with four abstentions.

Cllr Green stated that this proposal would make a mockery of process as to remove three sites from the list would leave only one. Public money had been spent on the surveys and therefore the sensible decision would be to wait for the reports.

The chairman read the amended motion proposed

That Grovewood and Chorleywood Common is withdrawn, at this stage of the process, as potential sites for the location of a play space.

The votes were 6 in favour and 6 against.

The Chairman having the casting vote said that as the Advisory Committee had yet to receive the independent reports he did not think that it was fair to remove any sites from the process and therefore voted against the amended motion

The Council therefore

RESOLVED

That all four sites remain on the list for potential sites for a play area within the parish of Chorleywood.

15/03 CLOSURE

The meeting have started at 8.25 pm, closed at 9.20 pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the ANNUAL PARISH MEETING held in the War Memorial Hall,
Common Road, Chorleywood, on Tuesday 5th May 2015**

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

Councillors:	Jo Clarke	* Ken Morris
	* John Copley	* Alison Preedy
	* Harry Davies	* David Raw
	* Barbara Dickens	* Martin Trevett
	* Barbara Green	* Steve Watkins
	* Raj Khiroya	* Jane White
	* Rodney Kipps	* Jenny Wood
	* Jill Leeming	* Jackie Worrall

*Denotes member present

Officers Present	Mrs Y Merritt – Clerk
	Mrs C James – Deputy Clerk
	Mrs M Putman – Admin Officer
	Miss L Hamilton – Admin Officer

There were thirty-six members of the public present

14/98 APOLOGIES FOR ABSENCE

There were no apologies for absence, Cllr Jo Clarke was absent from the Meeting.

14/99 NOTICE CONVENING THE MEETING

In accordance with statute the notice convening the meeting had been duly published on the Council's notice boards and elsewhere throughout the Parish.

14/100 MINUTES

The Council
RESOLVED

That the minutes of the Annual Parish Meeting held on 6th May 2014, having been noted at the Full Council meeting on 22nd July 2014, be adopted as a true and correct record.

14/101 MATTERS ARISING FROM MINUTES

There were no matters arising.

14/102 ANNUAL REPORT OF THE PARISH COUNCIL FOR THE YEAR 2014/15

Each of the Committee Chairman presented their annual reports.

Each of the Council's representatives on outside bodies presented their Annual Reports.

The following comments were made:-

Planning

Cllr Jane White wished to record her thanks to Michelle Putman for her hard work in the office on planning matters.

Annual Attendance Record

The Chairman noted that for the third year running Vice-Chairman Cllr Steve Watkins had achieved a 100% attendance at meetings and congratulated him on his commitment.

It was suggested that some Councillors had understated their attendance at other meetings and if they advised the office the attendance record could be updated before issue.

The Chairman thanked all committee chairman and representatives for their reports

The Council

RESOLVED

To note the Annual Reports of the Parish Council for the Municipal year 2014/15.

14/103 OPEN FORUM

Nils Blythe spoke for Grovewood Residents drawing the Council's attention to a petition that had been delivered to the Parish Council Office on the 27th April 2015. This had been delivered together with a report prepared for the Friends of Grove Wood regarding the proposed siting of a children's play area in Grovewood. The report had also been copied to all Councillors.

The petition contains 176 signatures with the wording:

We the undersigned endorse the attached report prepared for the Friends of Grove Wood and hereby petition Chorleywood Parish Council to have Grove Wood removed forthwith from the Play Area Advisory Committee's shortlist of children's play area sites.

Greg Hill Chairman of Friends of the Common spoke on the Play Area.

District Councillor Ann Shaw spoke on the Play area to make it clear that the Three District Councillors for the Ward which covers Grove Wood did not feel that Grove Wood was an appropriate site for a play area in Chorleywood. The three District Councillors making this statement were confirmed to be Ann Shaw, Martin Trevett and Sue Stibbs.

Members of the public requested that an extraordinary meeting be called and were advised that there was no right of reply to the public forum. Three Members, Cllrs Harry Davies, Ken Morris and Jill Leeming requested that the intention to call an Extra Ordinary Full Council meeting at the earliest opportunity be recorded. The date of the meeting would be subject to the availability of the Hall, Councillors and Officers.

14/104 CLOSURE

There being no further business, the meeting having opened at 7.30 pm closed at 7.56 pm.

These minutes have been checked by the Chairman

Signed Dated.....

These minutes have been agreed at Committee and signed by the Chairman

Signed Dated

CHORLEYWOOD PARISH COUNCIL

MINUTES of the ANNUAL MEETING of the Parish Council held at the War Memorial Hall, Common Road, Chorleywood, on Tuesday 5th May 2015

MEMBERSHIP & ATTENDANCE

Councillors:	Cllr Jo Clarke	* Cllr K Morris
	* Cllr John Copley	* Cllr Alison Preedy
	* Cllr Harry Davies	* Cllr David Raw
	* Cllr Barbara Dickens	* Cllr Martin Trevett
	* Cllr Tony Edwards	* Cllr Steve Watkins
	* Cllr Barbara Green	* Cllr Jane White
	* Cllr Raj Khiroya	* Cllr Jenny Wood
	* Cllr Rodney Kipps	* Cllr Jackie Worrall
	* Cllr Jill Leeming	

* Denotes Member present

Officers Present	Mrs Y Merritt – Clerk
	Mrs C James – Deputy Clerk
	Mrs M Putman – Admin Officer
	Miss L Hamilton – Admin Officer

There were six members of the public present

15/01 ELECTION OF CHAIRMAN OF THE COUNCIL

Nominations were received for Cllr Tony Edwards, proposed by Cllr Jackie Worrall and seconded by Cllr Jane White.

With no other nominations

The Council
RESOLVED

That **Cllr Tony Edwards** be elected as Chairman of the Council for the Municipal Year 2015/2016.

This was carried unanimously.

(Upon his election the Chairman signed his declaration of acceptance of office).

15/02 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

The Chairman asked for nominations for the Vice Chairman. The Clerk advised that she had received one nomination for Cllr Jane White proposed by Cllr Martin Trevett and seconded by Cllr Steve Watkins. There were no other nominations.

The Council
RESOLVED

That **Cllr Jane White** is elected as Vice-Chairman of the Council for the Municipal Year 2015/2016.

This was carried unanimously.

The Chairman thanked everyone for selecting him, once again, to serve as chairman of the Parish Council. He stated that he must have done something right during the last year. He also wished to thank Cllr Steve Watkins for his invaluable assistance and support throughout the last twelve months.

He welcomed Cllr Jane White as Vice Chair and hoped that it was her intention to go on to Chair the Council next year.

He stated that he had no doubt that this year would be full of interesting challenges, not least of all the issue of the Play Area but also the next phase of the refurbishment of the Memorial Hall, the return of grazing, Village Day, progress with the Nature Trail and the Community Plan. He advised that we would soon be seeing a much more colourful Village Centre thanks to Chorleywood in Bloom.

Having launched the Chairman's Charity last year which raised £1650 for Children and Young People with Cancer he stated that this year his chosen charities would be the Alzheimer's Society and Dementia Friendly Chorleywood.

He concluded by saying "Let us work again, as we have in the past, as one harmonious unit and get these jobs done".

15/03 APOLOGIES FOR ABSENCE

There were no apologies for absence. Cllr Jo Clarke was absent from the meeting.

15/04 DECLARATION OF INTEREST

None recieved

15/05 APPROVAL OF THE MINUTES

The Council

RESOLVED

To formally approve the minutes of the Annual Meeting of 3rd June 2014 as a true and correct record.

15/06 MEMBERSHIP OF COMMITTEES 2015/2016

The Council

RESOLVED

That the composition of the Committees of the Council in the Municipal Year 2015/2016 (with the addition of the Chairman and Vice-Chairman of the Council being ex officio members of each) be as follows:-

Open Spaces:

Those members to sit on the Opens Spaces Committee were as follows:-

Councillors

Jo Clark
 Barbara Dickens
 Tony Edwards (ex-officio)
 Barbara Green
 Raj Khiroya
 Jill Leeming
 Alison Preedy
 Martin Trevett
 Jane White (ex officio)

Planning:

Those members to sit on the Planning Committee were as follows:-

Councillors:

Barbara Dickens
 Tony Edwards (ex officio)
 Rodney Kipps
 Alison Preedy
 David Raw
 Steve Watkins
 Jane White (ex officio)
 Jackie Worrall

Chorleywood Village Halls Management Trust:

Those members to sit on the Chorleywood Village Halls Management Committee were as follows:-

Councillors:

John Copley
 Tony Edwards (ex officio)
 Harry Davies
 Raj Khiroya
 Rodney Kipps
 Ken Morris
 Alison Preedy
 Jane White (ex officio)
 Jenny Wood

Cricket Club Advisory Committee

Those members to sit on the Cricket Club Advisory Committee were as follows:-

Councillors:

Barbara Green
 Rodney Kipps
 Jill Leeming
 Alison Preedy
 Jane White

Play Area Advisory Committee

Those members to sit on the Play Area Advisory Committee were as follows:-

Councillors:

Barbara Green
Alison Preedy
Martin Trevett
Steve Watkins

Cllr Jackie Worrall wished to record her objection to Cllr Martin Trevett standing on the Play Area Advisory Committee as in the previous Annual Parish Meeting he had declared an interest as a District Councillor on one site. She also objected that as a District Councillor he had already written to residents of Grovewood stating he was not in favour of the site for a play area, predetermining the reports from the outside bodies. The Clerk would be seeking the view of Ann Morgan, Monitoring Officer at TRDC and HAPTC on the subject.

Standing orders were then temporarily suspended at 8.17pm to elect the Chair and Vice Chairs of the Committees.

15/07 ELECTION OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES

(i) Open Spaces

Cllr Barbara Green was proposed as Chairman, Cllr Martin Trevett as Vice Chairman. There were no other nominations therefore the Committee unanimously agreed to the appointment of

Cllr Barbara Green as Chairman of Open Spaces and
Cllr Martin Trevett as Vice Chairman of Open Spaces

(ii) Planning Committee

Cllr Steve Watkins was proposed as Chairman, Cllr Barbara Dickens as Vice Chairman. There were no other nominations therefore the Committee unanimously agreed the appointment of

Cllr Steve Watkins as Chairman of Planning
Cllr Barbara Dickens as Vice Chairman of Planning

(iii) Chorleywood Village Halls Management Committee

Cllr Rodney Kipps was proposed as Chairman, Cllr Alison Preedy as Vice Chairman. There were no other nominations therefore the Committee unanimously agreed the appointment of

Cllr Rodney Kipps as Chairman of the Chorleywood Village Halls
Management Committee
Cllr Alison Preedy as Vice Chairman of the Chorleywood Village Halls
Management Committee

Standing Orders were re-instated at 8.20pm

(iv) Policy & Resources Committee

The Council

RESOLVED

That the Policy & Resources Committee be made up as follows:

Chairman – Cllr Tony Edwards

Vice-Chairman – Cllr Jane White

Chairman Open Spaces – Cllr Barbara Green.

Vice-Chairman Open Spaces – Cllr Martin Trevett

Chairman of Planning – Cllr Steve Watkins

Vice-Chairman of Planning – Cllr Barbara Dickens

Chairman of Chorleywood Village Halls Management Committee – Cllr Rodney Kipps

Vice-Chairman of Chorleywood Village Halls Management Committee – Cllr Alison Preedy

These positions were unanimously agreed en-bloc.

15/08 REPRESENTATION ON OTHER BODIES 2015/2016

The Council

RESOLVED

that the Parish Council's representation in the municipal year should be as follows:

a) **Joint Committee of Parish Councils in TRDC**

Chairman, Vice-Chairman and Clerk.

b) **Chorleywood Youth Club**

Cllr Raj Khiroya.

c) **Chiltern Open Air Museum**

Cllr Steve Watkins

d) **Hertfordshire Association of Town & Parish Councils**

No Nominations required

e) **Chorleywood Twinning Association**

Cllr John Copley

f) **Herts Association Larger Local Councils**

Cllr Ken Morris, Cllr Martin Trevett and Cllr Jane White

g) **Three Rivers Environmental Forum**

Cllr Barbara Green

h) **Highways**

Cllr David Raw

i) **Chorleywood Youth Council**

Cllr Rodney Kipps

These positions were unanimously agreed en-bloc.

15/09 BANK MANDATE

The Council

RESOLVED

That the authorised signatories to the Council's bank accounts being the Parish Council Account and the War Memorial Hall Account be Cllrs Tony Edwards, Alison Preedy, Martin Trevett and Jane White, the Clerk and the Deputy Clerk.

15/10 EDITORIAL TEAM OF CHORLEYWOOD MATTERS.

The Council

RESOLVED

That the Chorleywood Matters editorial team be made up of Cllrs Barbara Green, Jill Leeming and Jackie Worrall.

Members of the Council were advised that they could put forward articles for publication at any time.

Cllr Barbara Dickens stated that the team did an excellent job, with the issues going out this year being the best ever.

Laura Hamilton was thanked for her significant input from the office to Chorleywood Matters

15/11 HUMAN RESOURCES PANEL

The Council

RESOLVED

That Cllrs Barbara Dickens and Ken Morris remain as the Human Resources Panel.

However it was noted that as the Council now has an HR contract with Watford/TRDC the panel may no longer be called upon.

15/12 ANNUAL SUBSCRIPTIONS AND DONATIONS

Following a discussion on the value that would be gained from membership of the Country Land and Business Association (CLA) with respect to the issues being dealt with by the Council and the CLA expertise in Open Spaces, commons ,and leasing legislation,

The Council

RESOLVED

To note the Annual Subscriptions and Donations as set out on the schedule (Appendix 1).

This was proposed by the Chairman, and unanimously agreed.

Before closing the meeting, the Chairman advised Members of the recent death of an ex Councillor Joe Angel.

The Chairman wished to welcome the Clerk back from sick leave and thank the Officers for holding the fort during her absence, appreciating the hours and effort put in.

15/13 CLOSURE

The meeting have commenced at 8.00 pm closed at 8.34 pm.

These minutes have been checked by the Chairman

Signed ... Dated

These minutes have been agreed by the Council and signed by the Chairman

Signed Dated

Appendix 1**LIST OF ANNUAL SUBSCRIPTIONS AND DONATIONS 2015/16**

HAPTC Herts Association of Parish and Town Councils *Includes the subscription to NALC	£1494.94*
National Assoc Rural Community Councils (ACRE)	£10.00
Chiltern Society	£25.00
Chiltern Open Air Museum	£250.00
Society of Local Council Clerks	£260.00
Council for Protection of Rural England (CPRE)	£36.00
Community Development Agency (CDA)	£30.00
Open Spaces Society	£40.00
LCR The Official Magazine for NALC	£17.00
Conservation Land Management	£16.00
Journal of the Assoc of Small Historic Towns & Villages	£35.00
Hertfordshire Building Preservation Trust	£30.00
ICCM Institute of Cemetery and Crematorium Management	£90.00
Country Land & Business Association (CLA)	£224.00
Total	£2312.97

CHORLEYWOOD PARISH COUNCIL

FULL COUNCIL MEETING

Agenda Item 9

Date: TUESDAY 30th JUNE 2015

Subject: Clerks Report

Training – The Clerk and Assistant Parish Ranger have attended a Fire Marshall training course. This is to keep in line with H&S legislation. A full Risk Assessment will be carried out on the office premises and mess room/tractor sheds with a report being furnished to the relevant committee.

Village Day – We are in the final stages of sorting out the Village Day, volunteers will be needed to 'man' the Council stall, and also with delivery of posters and brochures, please contact the Finance Officer if you are able to help.

War Memorial Hall Refurbishment - Final preparations are underway with the Contractor and Surveyor for the start of the WMH refurbishment. A meeting has been held between the Clerk, Chairman of the Council and the Surveyor who has advised that under the H&S legislation Construction (Design and Management) Regs 2007.

The Council need to appoint Alan Manson as the Client Design Manager; He carried out this task under phase one of the project, but as the works took less than 30 days, formal confirmation of the appointment was not necessary.

It is also necessary for the Parish Council to understand its role as Client within the Legislation. The Council therefore need to agree that overall responsibility for the project management is delegated. It is suggested that this delegation is given to Alan Manson as CDM, the Chairman of the Council, and the Clerk as Proper Officer and RFO.

The Council are therefore asked to approve the following

That Alan Manson be appointed as the CDM on phase 2 of the War Memorial Hall Refurbishment
That the project team consist of Alan Manson, the Chairman of the Council and the Clerk.

A copy of the Construction (Design and Management) Regs 2007 are attached in appendix 1 of this report.

Easements – Two Easements have been agreed and draft documents will be forwarded to the applicants in the near future. All funds raised through easements are ring fenced into the Commons Account for remedial works.

Demolition of the Guide Hut – Further communication has been received and a timetable is being considered for the removal of the asbestos. It is likely that this work will be carried out over the weekend, to reduce inconvenience to other users. Consultation will also be carried out with The Royal British Legion and Golf Club.

Shepherds Bridge – Officers have received notification that work is to be carried out on Shepherds Bridge by London Underground. This work is due to start during the school holidays. Letters are being delivered to the neighbouring properties explaining the works which will consist of the following

The scheme will strengthen the existing protection on all four corners of the bridge and also give better prior warning to approaching vehicles by way of additional signage.

The first part of works to commence will be ground surveys to allow us to clarify the current stability of the banks, which will dictate the final proposal of vehicle incursion barrier to be used, and what they will be supported by. These surveys will take a few days and not cause any excessive noise or disruption to you or traffic using the bridge.

The vehicle incursion barriers being installed on all four corners will be inside current fence lines so will not affect any existing park areas, or require any additional land to be used. (Only short term whilst Heras fencing is erected to segregate workforce etc whilst install is underway)

Works will also be carried out brickwork repairs on both sides of parapet walls, again these will not cause any major disruptions or excessive noise and will be completed as quickly as possible.

The Contractors will need access to the Common, to erect the fencing and create safe working conditions. This has been discussed with the Parish Ranger, who has agreed a schedule of condition and the usual caveats to protect the common. More information will be forthcoming in the Open Spaces reports.

Chorleywood Library Volunteers – The Council has been approached by the CLV who are currently turning themselves into a CIC, or Community Interest Company. The Parish Council were approached and asked if they would hold any funds for the CLV, which will include some grant funding from HCC. Confirmation has been received from the Council's Auditors that this can be done (in the same way as the Community Plan) the grant funding would be paid into the Parish Council account and payment would be made via a purchase order signed by two designated persons from the CLV.

The CLV have now asked whether the Parish Council might once again be able to assist us, this time with responding to the following wording on one of the forms they have to complete. What they are effectively seeking is a *poste restante* or Post Box address. The Parish would not be involved in any other way as a consequence - other than on a common sense basis to advise us if we need to collect a letter or respond to a query. The alternative is for one of the CLV Steering Cttee to offer their personal home address - which is fine until someone falls under a bus or moves on and it gets forgotten. They have considered using the Library but for various reasons are not confident this would be a sound arrangement.

Members are asked to consider the request for help and give authorisation accordingly.

Performance and Development Reviews are due to take place over the summer with all staff.

Finally official thanks is given by the Clerk to the Admin Staff, and Rangers for all their hard work during her absence.

Dates for your diary

- Village Day 11th July

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 19th MAY 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Barbara Green

Councillors Jo Clark
Barbara Dickens
* Tony Edwards (ex officio)
* Raj Khiroya
* Jill Leeming
* Alison Preedy
Martin Trevett
Jane White (ex officio)

* Denotes members present

Officers present Yvonne Merritt – Clerk
Claire James - Deputy Clerk
Laura Hamilton – Admin Officer
Andrew Goddard – Parish Ranger

There were eight members of the public present.

15/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Jo Clark, Barbara Dickens and Martin Trevett. Cllr Jane White was absent from the meeting

15/02 DECLARATIONS OF INTEREST

There were no declarations of interest.

Standing orders were suspended to allow a Member of the Public to address the Committee.

Greg Hill - Chairman of Friends of Chorleywood Common spoke on Agenda Item 11 Defences of the Common, Agenda item 12 Location of the History Lectern and Agenda Item 10 Public Spaces Protection Order (TRDC)

Standing orders were re-instated at the end of the address.

15/03 APPROVAL OF THE MINUTES

The Committee
RESOLVED

That the minutes of the meeting held on 10th March 2015 which had been discussed at Full Council with no changes made, be approved as a true and correct record.

15/04 MATTERS ARISING FROM THE MINUTES

14/69 14/61 Letter from Rural Payments Agency: The Deputy Clerk updated Members with the information that the Rural Payments Agency had advised of a further extension to their planned response date to the issues raised and a response was now expected by the 26th May.

14/71 OPEN SPACES OFFICERS REPORT – Trees next to the Railway Line Members were advised that the work to coppice the trees had to be submitted for Conservation Area Planning Consent which was now in progress.

14/71 OPEN SPACES OFFICERS REPORT – Re-surfacing works. Members were advised that the short term works were now completed. The need for a longer term solution within the constraints of the legislation covering the Common was discussed. It was noted that DEFRA had the power to close the permissive parking area if the wrong materials were used which would be more of an issue than those caused by the current surface of the parking area. It was noted that the Council had a Duty of Care to the residents of Chorleywood to inform them of the limitations that applied. It was agreed that an article would be put in Chorleywood Matters which could be expanded on in an article for the website. It was further agreed that this was probably the start of more information being made available to parishioners to help understand the legislation surrounding the Common. In response to a question from a Member, the Clerk advised that the tarmac ramps leading up to the War Memorial permissive parking area were actively being progressed by Highways and were not covered by the Common legislation.

The Committee

RESOLVED

That options for resurfacing works within the guidelines for works on the Common would be investigated with a view to options being presented to the first Open Spaces Committee in the New Year.

14/77 FITNESS CLASES ON THE COMMON - Members were advised of the recent progress that had been made with location and invoice issues and the Deputy Clerk was hopeful that they would be resolved shortly.

14/80 POND CREATION – The Parish Ranger advised that Cllr Jackie Worrall had provided some very useful maps from the Flood Alleviation plans that showed a pond creation plan for Darvells Pond. Although there are still problems with the presence of fish in Darvells Pond, in his view this was the best way to move forward as a pond under restoration. The next steps are to speak to Natural England and liaise with the Open Spaces Society which the Committee were happy for the Ranger to progress.

Standing orders were suspended at 8pm to allow Mr Christian Koefoed-Nielson who had registered to speak but had arrived late to address the Committee on Agenda item 6 Open Spaces Officers Report – Play Area shortlisted site 15 on the Common.

Standing orders were re-convened at 8.07pm

Three members of the public left the meeting.

15/05 FINANCIAL COMPARISON STATEMENT 2014/15

The Clerk advised that due to her recent absence the end of year accounts had only just been closed and would be audited at the end of the month. The Accounts for this year were now open and the system would be updated in due course.

15/06 OPEN SPACES OFFICER'S REPORT

Parking Ticket Machine at Shepherds Bridge – Members were advised that this had now been re-installed at a cost of £250 following it being knocked over by an unknown vehicle.

Easter Event – The Clerk advised that the Woodlands Crafts and Scavenger Hunt organised by the Officers in the Easter School Holidays had been an excellent event and that Members should be proud of their talented Rangers. She had visited the event and experienced a brilliant atmosphere and felt that it was both educational and enjoyable for the members of the public that visited. The items made by the Rangers had been sold and raised in the order of £300 which would be earmarked for the Common. She encouraged the Committee to consider it as an annual event. Members were advised that it was not advisable to run such an event in the Summer as the protective clothing that the Rangers are required to wear when using chainsaws would be too hot in the summer. The Chairman suggested that a couple of the Committee Members should work alongside the Officers to help plan further events. As not all members of the Committee were present at this meeting, she would email everyone following the meeting.

Cattle – it was noted that the cattle were back on the Common.

The Committee
RESOLVED
To note the report.

ALLOTMENTS

15/07 OCCUPATION

Bees at the Swillett – The Allotment Administrator advised that the bees had settled in well at the Swillett with no issues being reported to her by either the bee keeper or allotment holders.

Tenancy Renewals – Quite a few allotment holders have given up this year but there have also been a number of new enquiries so it was hoped that by the next meeting quite a different picture of occupancy would be seen. It had been observed that many more payments had come in on time with only a few likely to incur the late payment charge that had been introduced this year.

Copmans Wick - The Clerk advised of the significant issue of fly tipping at Copmans Wick Allotments that long term could potentially become a fire risk. There was also a long standing issue with the boundary fence between the allotments and TRDC land. It was agreed that a date would be set up for members of the Committee to visit Copmans Wick allotments and establish a plan to undertake a major clearance operation and secure the perimeter. It was also suggested that some tree work may need to be undertaken. The meeting would be set up with Committee members and Officers prior to the next Open Spaces Committee meeting.

The Committee
RESOLVED
To note the occupation

15/08 WAITING LISTS

The Committee
RESOLVED
To note the details on the waiting list.

LAWN CEMETERY

15/09 INTERMENTS

The Committee

RESOLVED

To note the number of interments that had taken place.

COMMON AND GROVEWOOD

15/10 PUBLIC SPACES PROTECTION ORDERS (TRDC)

Members were informed that this had been a long time in development at TRDC. It was felt that some sort of regulation should be in place although it is a minority of dog walkers that do not keep their dogs under control or clear up after their dogs. It was acknowledged that the survey undertaken by TRDC had perhaps not been as far reaching and clear as it might have been but the Committee wanted to support the spirit of the orders. The Clerk advised that the Council has had an issue with dog fouling on the Common for many years but that as a Parish Council we are not able to legislate without the District delegating their powers. Also, if these orders were brought in and did not include Chorleywood Parish, it could not be added at a later date. It was also felt to be important to have continuity across the District. The Parish Council do not want to penalise people but the Council needed to be mindful of their responsibility not only to users of the Common but also to Officers who have to work in areas where dog fouling is prevalent. The Ranger advised that he sees the detrimental effect of dog fouling on the Common and that to have a means of dealing with it professionally would in his view be of benefit.

It was agreed that there was an educational aspect to this and that publicity is required. The Council had previously responded to suggestions for new locations for bins and already spent thousands of pounds on the free provision of dog bags. It was felt that if the act comes in that leafleting should take place advising of the changes before penalty notices are issued and a number of options were suggested for this. Again it was felt that people needed to be made aware of the issues and the resolution.

The Committee

RESOLVED

To recommend that Chorleywood Common be included in the orders with the caveat that the Chairman and the Clerk would meet with TRDC officers to discuss the application of the PSPO further.

This was proposed from the Chair by Cllr Barbara Green and carried unanimously.

15/11 DEFENCES OF THE COMMON

Members agreed that a strategy needed to be in place for dealing with any future events. Officers involved in the recent occupation of were praised for their handling of the situation which had gone beyond the call of duty. It was felt that if agreements with TRDC and a better understanding of the Police role had been in place, swifter resolution may have been possible, given the byelaws that are in place for the Common. The Clerk suggested that the appropriate Service Level Agreement/ Memorandum of Understanding be progressed with TRDC initially at Officer level with Members being involved at a later stage if agreement cannot be reached at Officer level. Officers would also progress a meeting with the Police to discuss their role on such occasions.

With respect to any further barriers to entry by vehicles being put in place, it was felt that deterrents were present within the confines of the Common regulations and whatever was put in place would be moved if sufficient determined. Given the current rare occurrence of such occupations, any further effort at this time would be wasted. If such events became more frequent then clearly the subject would be revisited.

15/12 LOCATION OF THE HISTORY LECTERN

Members considered the content of the letter of complaint regarding the siting of the history lectern on the Common together with the additional information and photograph that had been provided on request from the Office by the resident. It was agreed that over time the lectern will weather and become less obtrusive. The maintenance requirements of this area were also noted which would be affected if the lectern was to be relocated. The Health and Safety issues that had been raised by the resident were considered. It was noted that a nearby bench had been in place next to the air raid shelters for many years without any reported incidents. It was also noted that the lectern is concreted in place and its removal would be costly as new oak posts would be needed.

The Committee
RESOLVED

That the lectern should stay in its current location and that a letter be written to the resident explaining the Committee's decision.

This was proposed from the Chair by Cllr Barbara Green and carried unanimously.

GENERAL

15/13 HEALTH AND SAFETY

Members noted that there was nothing to report

15/14 CLOSURE

The meeting having commenced at 7.30 pm closed at 9.10pm.

SignedAgreed by emailDate21/5/15

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 26th MAY 2015**

MEMBERSHIP AND ATTENDANCE

Chairman: Cllr Rodney Kipps

Members: - *Cllr John Copley
*Cllr Harry Davies
*Cllr Tony Edwards (ex officio)
Cllr Raj Khiroya
*Cllr Ken Morris
*Cllr Alison Preedy
*Cllr Jane White (ex officio)
Cllr Jenny Wood

Also in attendance: Alan Manson – Surveyor
* Yvonne Merritt – Treasurer
* Michelle Putman – Secretary

In the absence of the Chairman, the Vice Chairman of the Committee, Cllr Alison Preedy took the Chair.

15/01 APOLOGIES FOR ABSENCE

There were three apologies for absence received: Cllr Raj Khiroya, Cllr Rodney Kipps, Cllr Jenny Wood

15/02 DECLARATION OF INTEREST

There were no declarations of interest received.

15/03 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 17th March 2015 were approved as a true and correct record,

15/04 MATTERS ARISING

Updates were received on the following subjects:-

14/42 **WIFI** - The Secretary stated that the WIFI was still not installed.

14/43 **WMH Toilets** -The toilets had been inspected by the original plumbers who were getting prices to change the flushing mechanism to a more powerful one. However the Secretary reported that at present they were all working well.

14/43 **WMH Wall lights** - The wall lights were discussed and it was decided to change all the units to match the new ones in the extension during the refurbishment works in the summer.

14/43 **Hollybush booking** - Members were advised that the booking for Talkwood Productions did not go ahead.

15/05 SECRETARY'S REPORT

War Memorial Hall

Speakers

Following a request from the U3A, for a new speaker at the hall, Members asked the Secretary to look at the whole sound system with a view of replacing it during the refurbishment in the summer.

Quotations are to be obtained for the next meeting.

Chorleywood Business Association

Members wished to support the Chorleywood Business Association in trying to increase the profile of the Chorleywood as a whole, and wished to be part of this process. It was agreed that the War Memorial Hall would be offered for their inaugural meeting free of charge on a date and time arranged by the Secretary, and that the Chairman of the Council would make a welcoming introduction giving an overview of what the Parish Council did and could do to help. The Chairman would open and close the hall in order to save caretaker costs.

The Committee

RESOLVED

To allow one free booking to the Chorleywood Business Association for their inaugural meeting.

This was proposed Cllr Harry Davies, seconded by Cllr Ken Morris and unanimously approved.

Polish on the floors

The Secretary explained the process and problems relating to the cleaning and polishing of the floors. Members were concerned that the polisher suggested was unlikely to be robust enough and therefore requested that the Secretary contact other Parish and Church halls administrators to find out what process they used on wooden floors.

Refurbishment

The Clerk confirmed that all was in place for the refurbishment to take place. She confirmed that there was a penalty clause for a late finish, but that a budget had been put in place for a 'top hat' scaffolding system to be used to ensure that work could still be undertaken in inclement weather. The Contractors will have exclusive use and therefore could work longer hours if necessary to complete the job in time.

It was agreed that the curtains would be removed, dry cleaned and fire proofed during the refurbishment.

Bullsland Hall

The Committee agreed to the purchase of a baby changing unit for the disabled toilet at the Bullsland Hall and that the signage outside the door would be altered accordingly.

15/06 TREASURER'S REPORT

The Members confirmed that end of year accounts noting a slight increase in income over expenditure.

The Committee

RESOLVED

To approve the End of Year Accounts for 2014/15.

This was proposed by Cllr Ken Morris, seconded by Cllr Tony Edwards and unanimously approved.

15/07 CLOSE

The meeting having commenced at 7.30 pm, closed at 8.12 pm

Signed **Agreed via email**..... **Date27.05.15.....**

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 2nd JUNE 2015
MEMBERSHIP AND ATTENDANCE**

Chairman: *Cllr Steve Watkins
Councillors: *Cllr Barbara Dickens
*Cllr Tony Edwards (ex officio)
*Cllr Rodney Kipps
*Cllr Alison Preedy
*Cllr David Raw
Cllr Jane White (ex officio)
*Cllr Jackie Worrall

*Denotes members present

Officers Attending: * Ms M Putman

There were no members of the public present.

PART 1 MINUTES

15/015 APOLOGIES FOR ABSENCE

There was one apology for absence received:- Cllr Jane White.

15/016 DECLARATIONS OF INTEREST

There was one declaration of interest received.:

Cllr Barbara Dickens - 15/0945 – Jacasupi, Lower Plantation, Loudwater.

15/017 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting of the 12th May 2015 be approved as a true and correct record.

15/018 MATTERS ARISING

Cllr Steve Watkins attended the Development Control meeting at Three Rivers District Council on the 21st May. Planning Application 15/ 0879 - 10 Solesbridge Close was brought to the front of the meeting as there were a number of residents present. TRDC Planning Committee decided that a site visit was required at this property due to the cross over between TRDC and Highways. This application will be brought back to the Development Control meeting on Thursday 18th June, 2015.

Cllr Steve Watkins spoke to Cllr Raj Khuroya regarding joining the Planning Committee as there is currently a vacancy. Cllr Raj Khuroya would be happy to join the Planning Committee; this will go to Full Council on the 30th June for confirmation.

15/019 LETTERS OF OBJECTION/EXPLANATION

There were no letters of objection received: –

15/020 PLANNING APPLICATIONS

The Committee

RESOLVED

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

15/021 PLANNING APPEALS

There were no Planning appeals this month.

15/022 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES

The Committee

RESOLVED

To note the tree applications.

15/023 PLANNING APPLICATIONS DECISIONS RECEIVED

The Committee

RESOLVED

To note the planning decisions received for the period ending 22nd May, 2015

15/024 URGENT ITEMS

15/025 COMMUNITY PLAN

Cllr Steve Watkins advised that the Community Plan Steering Group had not had any further meetings.

15/026 LICENCE APPLICATION

None to report

15/027 TRANSPORT

Cllr Tony Edwards advised that a further speed check had taken place on Chorleywood Road last week by Chorleywood PCSO's and a number of vehicles were stopped.

15/028 CLOSURE

The meeting having started at 7.32 pm and finished at 8.40 pm

These minutes have been read and agreed by the Chairman.

SignedAgreed via e-mail.....Date09.06.15.....

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

Signed Date

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 23rd June 2015

MEMBERSHIP & ATTENDANCE

Chairman: * **Tony Edwards**

Councillors: **Barbara Dickens**
* **Barbara Green**
* **Rodney Kipps**
* **Alison Preedy**
* **Martin Trevett**
Steve Watkins
Jane White

*Denotes members present

Cllr Jackie Worrall attended for the Digital Mapping Presentation and discussion of the Performance Development Review – Four Year Vision Agenda Item.

Officers Present: * **Yvonne Merritt - Clerk**
* **Claire James – Deputy Clerk**

There were no members of the public present

A presentation on Digital Mapping software was made at the start of the Meeting from a representative from Pear Technologies.

RECOMMENDATION

1 DIGITAL MAPPING:

Members had received a very informative presentation at the start of the meeting on a software package that would provide many opportunities for the better recording of data on the Common, Cemetery and Allotments and which would provide useful tools for the Planning Committee to use when considering planning applications. Concerns raised prior to the meeting by Cllr Barbara Dickens with respect to ongoing expenditure and upgrade liabilities had been addressed satisfactorily by the presenter during the presentation. Possible time efficiencies resulting from the software were discussed which should be achievable over time as the software was picked up, populated and used, although these were unlikely to be significant in the first year. It was noted that there would be set up costs to populate the data but that this could only sensibly be done by the officers who understood the data. Previous exercises many years ago to populate databases used by the Council had resulted in a mixed quality of data being recorded which was still be corrected by Officers. The use of the software in conjunction with a hand held GPS tool for tree surveys etc. was noted and the longevity of this data once recorded understood. The benefits of the tools with the Rural Payments Agency and Higher Level Stewardship returns were also noted. It was clear that there are many possible uses and applications for the software which will be of benefit to the Council. It was agreed that the Officers would report back to the next meeting with a budget proposal for the data input and cleanse exercise to be undertaken.

The Committee

Resolved to Recommend

That the Council agree to purchase the Mapping System and the Hand Held computer from Pear Technologies and takes £5,000 out of reserves for the set up costs and equipment, with the annual maintenance costs coming out of the revenue budget.

This was proposed by Cllr Martin Trevett, seconded by Cllr Tony Edwards and carried unanimously.

2 BOUNDARY REVIEW – FINAL RECOMMENDATIONS

Members were advised that Sarratt Parish Council had put a formal complaint regarding the proposed name of Three Rivers Rural for the Division covering Chorleywood and Sarratt, suggesting the alternative of Chorleywood, Loudwater and Sarratt Division. The Clerk advised that she had reviewed the Boundaries map for Hertfordshire and this was the only area that had no identification with the area it covered by name. There was some discussion about the boundary changes which resulted in the number of wards being increased back to five having only recently been reduced to four. Whilst some members wanted this to be challenged, others felt that it was unlikely to be changed at this stage. It was noted that the Council did not object at the initial stages of the consultation process.

The Committee

Resolved to Recommend

That two letters be written, the first formally objecting to the ward division name of Three Rivers Rural with the alternative proposal of Chorleywood and Sarratt, the second objecting to the change in number of wards, requesting that this remain at the existing four wards.

This was proposed from the Chair by Cllr Tony Edwards and carried unanimously.

3 LAND AND PROPERTY ACQUISITION FROM TRDC

There were two properties identified on the TRDC list for Chorleywood – Warings Field and the Parish Offices. Discussion took place on the history behind the purchase of these properties from TRDC being considered, the current lease arrangements of the Parish Offices and the likely values. Cllr Martin Trevett advised that he would be declaring an interest at TRDC when it was discussed there which allowed him to take part in discussions on the subject at Parish level.

The Committee

Resolved to Recommend

That the report be brought to the attention of the Full Council for consideration.

This was proposed by Cllr Trevett, seconded by Cllr Edwards and unanimously agreed.

15/01 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Barbara Dickens, Steve Watkins and Jane White.

15/02 DECLARATIONS OF INTEREST

There were no declarations of interest.

15/03 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 31st March 2015 which had been taken at Full Council with no amendments, be approved as a true and correct record.

15/04 PERFORMANCE DEVELOPMENT REVIEW – AND THE FOUR YEAR VISION

With the agreement of the Committee this agenda item was moved forward to allow Cllr Jackie Worrall to address the Committee. She proposed that the Committee supported the need for the four year plan but that the detail was deferred until the Community Plan was published which was expected to happen by the next Policy and Resources Committee meeting.

The Clerk raised the issue that the Staff Performance Development Reviews were now well overdue but in order to progress them she needed to have targets and direction from the Council to benchmark performance. She also advised Members that at Full Council she would be giving a presentation on the Community Infrastructure Levy (CiL) and its effect on the Council which would therefore also affect the four year vision of the Council. Cllr Martin Trevett offered to work with the Clerk with respect to his knowledge of CiL from a District perspective. The Clerk thanked him for this offer and advised that the presentation would be an overview of the process and less about what money might be available to the Parish Council at this stage.

The Committee
RESOLVED

That the need for four year vision was accepted and each committee would consider ideas to be brought back to the next P&R meeting, but that decisions would be deferred until the Community Plan was available. In the meantime Cllrs Tony Edwards and Jane White would get together to establish some interim short term targets to enable the PDR process to proceed.

Cllr Jackie Worrall left the meeting.

15/05 MATTERS ARISING FROM THE MINUTES

14/61 Building on Chorleywood in Bloom: The Deputy Clerk gave an update on Chorleywood in Bloom advising members that both the Hanging baskets and the sponsored planters were now in place. The Office had received two complaints about the height of some of the Hanging baskets which had resulted in one being moved and the others would be reviewed. It was explained that advice had been taken on this aspect but that they also needed to be at a height that they could be safely watered by the shopkeepers. Cllr Tony Edwards advised that while the Planters were being planted, the Chorleywood in Bloom Volunteers had received some very positive comments and enquiries as to whether more planters would be placed in the Village. It was also noted that the Station Master had got involved with beds being planted up which the Horticultural Society had kept watered during his two week holiday. Members proposed a vote of thanks to Lyn Sutherland, without whom the project would not have happened. It was also agreed that the Rangers would be asked to carve a couple of chainsaw sculptures as a thank you for the considerable effort she had put in.

Members were also advised that the project was gaining momentum and it was possible that the Parish Council would receive a request with respect to the two flower beds in Main and New Parade. These were currently the responsibility of Three Rivers District Council but there may be possible avenues to explore. All agreed that this project for the Community was the sort of project that Parish Councils should be doing.

14/60 LOCAL COUNCIL AWARD SCHEME: The need to progress this was discussed and it would now tie in with the Clerk's personal target to complete her CiLCA which was very close to completion this summer.

15/06 FINANCIAL COMPARISON STATEMENT 2015/16

One question was raised with respect to Income Item 10 which was understood to be the income from sponsorship from Chorleywood in Bloom which did not currently have an income budget head set up. As no-one was present with knowledge of the current situation with respect to grant funding for the Community Plan it was not possible to update the Committee on this item.

The Committee
RESOLVED
To note the financial comparison statement.

15/07 QUARTERLY CASH BOOK

The Committee
RESOLVED
To note the quarterly cashbook figures.

15/08 DIGITAL MAPPING

See Recommendation 1

15/09 BOUNDARY REVIEW – FINAL RECOMMENDATIONS

See Recommendation 2

15/10 NOTICE BOARDS

Cllr Martin Trevett advised other member of the Committee of the discussion with TRDC regarding the possible parish use of TRDC notice boards. The Clerk advised that this had been in place in the past but could not be guaranteed. Therefore as notice of Parish Meetings was a legal requirement and non display could call into question the validity of a meeting called, this could not therefore be relied on as a solution.

The various quotes were discussed and the different boards available. It was noted that the Chorleywood Residents had offered a contribution of £700 towards a three sided board and that a further contribution had been promised from County Councillor Chris Hayward if the community board was included.

The Committee
RESOLVED
That the triple sided notice board mounted on a single post be purchased from Company A to include the Parish Council and Chorleywood Residents Association Logos in Black and Gold.

This was proposed by Cllr Barbara Green, seconded by Cllr Allison Preedy and carried unanimously.

15/11 INTERNAL AUDIT REPORT 2014-15 (Final)

The Clerk wished to record her thanks to the Officers as the accounts had been one of the best set to close this year which given her absence in the early part of the year was commendable.

The Committee

RESOLVED

To note the Final Internal Audit report

This was proposed from the chair by Cllr Tony Edwards and carried unanimously.

15/12 LAND AND PROPERTY ACQUISITION FROM TRDC

See Recommendation 3

15/13 CILCA UPDATE

This had been debated as part of 15/04 Performance Development review and Four Year vision and no further discussion was held.

15/14 HEALTH AND SAFETY

Nothing to report

15/15 CLOSURE

The meeting having started at 7.30 pm, finished at 10.02 pm

These minutes have been checked by the Chairman.

Signatureagreed via email..... Date.....25th June 2015.....

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

Signature Date

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

CHOULEYWOOD PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.			
1 Balances brought forward	341,101	346,472	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	345,500	400,000	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	96,381	105,226	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	-216,904	-241,229	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	-219,606	-280,410	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	346,472	330,061	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
8 Total cash and short term investments	351,092	338,076	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	173,042	1,799,579	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer



Date

I confirm that these accounting statements were approved by the council on this date:

30/06/2015

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		Yes means that the council
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	no	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated |

Signed by:

Chair |

dated |

Signed by:

Clerk |

dated |

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.



Clients

Construction (Design and Management) Regulations 2007

Do the CDM Regulations apply to property developers?

Yes. Property developers are carrying out work in the furtherance of a business, and therefore they are 'clients' under the Regulations. They may also have additional roles and duties if they manage or carry out the construction work themselves.

As a client, what do I have to do to comply with regulation 9 of CDM 2007?

You need to make sure that:

- designers, contractors and other team members that you engage are competent, adequately resourced and appointed early enough for the work they have to do
- you allow sufficient time for each stage of the project, from concept onwards
- you co-operate with others involved with the project to allow other dutyholders to comply with their duties under the Regulations
- you co-ordinate your own work with others involved with the project to ensure the safety of those carrying out the construction work, and others who may be affected by it
- there are suitable management arrangements in place throughout the project to make sure the construction work can be carried out safely and without risk to health – this does not mean managing the work yourself, as it is unlikely that clients have the expertise and resources needed, and it can cause confusion
- your contractors have made arrangements for suitable welfare facilities to be provided from the start and throughout the construction phase
- any fixed workplaces (eg offices, shops, factories, schools) which are to be constructed will comply, in respect of their design and the materials used, with any requirements of the Workplace (Health, Safety and Welfare) Regulations 1992
- relevant information likely to be needed by designers, contractors or others to plan and manage their work is passed to them

As a client, what should I be looking for as suitable arrangements for managing the project?

You will need suitable arrangements to ensure:

- clarity of roles, functions and responsibilities for members of the project team, so everyone knows who does what
- those appointed by you have sufficient time and resource to comply with their duties
- there is good communication, co-ordination and co-operation between members of the project team (eg between designers and contractors)
- your designers can confirm their designs (and any design changes) have taken account of the requirements of regulation 11 of the CDM Regulations (Designers' duties), and that the different design elements will work together in a way which does not create risks to the health and safety of those constructing, using or maintaining the structure
- your contractors are provided with the pre-construction information
- your contractors can confirm that health and safety standards on site will be controlled and monitored, and that welfare facilities will be provided for the duration of the construction phase

These arrangements should focus on the needs of the particular job and be proportionate to the risk arising from the work. They will mainly be made by others in the project team, such as designers and contractors. Before they start work, a good way of checking is to ask the relevant members of the team to explain their arrangements, or to ask for examples of how they will manage these issues during the life of the project. When discussing roles and responsibilities on simple projects all that may be needed is a simple list of who does what.

As a client, should I carry out detailed checks and get involved in the construction work itself?

No. Health and safety on site is a matter for the contractor, and the duty to reduce risks through design is a duty of the designer. Clients simply have to make sure that the initial project management arrangements are maintained. Do this by seeking assurance from the designer and contractor. For a non-notifiable job, simple enquiries will be enough to check that arrangements are in place to ensure:

- adequate protection for the client's workers and/or members of the public, if appropriate for the project
- adequate welfare facilities have been provided by the contractor
- good ongoing co-operation and communication between designers and contractors
- project management arrangements agreed by the contractor to control key risks on site have been implemented
- you do not need to get involved with the day-to-day running of the project. There is no obligation for a client to visit the site. If you feel you need advice then it is likely to be available from the competent person you have appointed under the Management of Health and Safety at Work Regulations 1999

What about larger projects? Surely these are too complex for clients to know what is needed?

For projects lasting longer than 30 days, or involving more than 500 person days of construction work, clients must appoint a CDM co-ordinator. Their primary function is to advise the client. The CDM co-ordinator will be able to advise the client on the appointment of competent dutyholders – assessing the adequacy of other team members' management arrangements for the project, and the adequacy of the health and safety plan. The client is entitled to rely on the advice of the CDM co-ordinator when making their judgements.

Can a client appoint a 'client's agent'?

Clients can engage someone to carry out some of the client functions on their behalf, but the legal responsibility for compliance with the Regulations stays with the client. This is the same as for any other health and safety regulation.

Can a client appoint someone else to meet the client's duties on their behalf?

A client can ask someone else to manage the construction project on their behalf and carry out the functions of the client, but the client still remains liable for meeting the client duties – as applies to any other health and safety responsibility. The role of client is determined by who originates the project and is at the head of the procurement chain, and not by an appointment to that role. A client cannot contract someone who is not already a client for that project, to take over as the client.

As a client, do I have to provide information about the site to contractors I am thinking of appointing to carry out the work?

Yes. You need to provide those bidding for the work (or those preparing to carry out the work) with relevant information in your possession, or with information that can be obtained by sensible enquiries, including surveys and other investigations where necessary. This allows those bidding or preparing for the work to consider these hazards when making their bids or plans, and allows them to allocate resources to control the risks that will arise from these hazards. The level of detail should be proportionate to the risks involved in the project.

As a client, do I have to provide information about asbestos that may be present in the structure?

Yes. You must provide this information so that those planning or bidding for the work can allocate resources for the control of asbestos. You should already hold information about the presence or otherwise of asbestos but, if you have no information, you should arrange for a Type 3 survey to be carried out by a competent person. This is particularly important where the project involves demolition. It is not acceptable, for example, to inform others that '...there may be asbestos present on the site'. You must carry out a

survey that identifies whether asbestos is present and, if so, where it is situated and what type it is.

What are the requirements for projects for voluntary organisations, eg scout huts, churches etc?

The CDM Regulations make a distinction between construction clients (ie those who commission construction work) who are 'domestic' and those considered 'non-domestic'. Domestic clients – for example householders having work done on their own home – do not have any duties under the Regulations. Where there is an organisation or an 'undertaking' commissioning construction work – such as a scout group – whether for profit or not, they are required to comply with the client duties set out in the Regulations. Included within these duties are for clients to make sure that the contractors they appoint are competent. For projects that will last for more than 30 construction days, or 500 person days of construction work, there are additional requirements. They must notify HSE that the construction project is taking place, and appoint a CDM co-ordinator to assist them and other dutyholders in complying with their legal duties – particularly in dealing with health and safety issues in the planning phase of the project. The section on Client duties contains further useful information.

Further guidance for clients

See the free download of the [ACOP^{\[1\]}](#), HSE publication [L144^{\[2\]}](#) (clients) and related [industry guidance^{\[3\]}](#).

Further guidance for property developers

Property developers are carrying out work in furtherance of a business and are therefore clients under the Regulations. See HSE's [Property developers^{\[4\]}](#) web pages, the free download of the [ACOP^{\[5\]}](#), HSE publication [L144^{\[6\]}](#) (clients) and related [industry guidance^{\[7\]}](#).

Link URLs in this page

1. ACOP
<http://www.hse.gov.uk/pubns/books/l144.htm>
2. L144
<http://www.hse.gov.uk/pubns/books/l144.htm>
3. industry guidance
http://www.cskills.org/supportbusiness/healthsafety/cdmregs/guidance/Copy_3_of_index.aspx

4. Property developers

<http://www.hse.gov.uk/construction/property-developer/index.htm>

5. ACOP

<http://www.hse.gov.uk/pubns/books/l144.htm>

6. L144

<http://www.hse.gov.uk/pubns/books/l144.htm>

7. industry guidance

http://www.cskills.org/supportbusiness/healthsafety/cdmregs/guidance/Copy_3_of_index.aspx