

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge,
Rickmansworth Road, Chorleywood, on Tuesday 15th September 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
Claire James – Deputy Clerk
Michelle Putman – Admin Officer
Laura Hamilton – Admin Assistant

15/19 PUBLIC FORUM

There were four members of the public present.

15/20 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

A message was read out from District Councillor for Chorleywood South and Maple Cross, Angela Killick with an update on Dog Control Orders.

15/21 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ken Morris, Martin Trevett and Jackie Worrall

15/22 DECLARATIONS OF INTEREST

Cllr Rodney Kipps declared an interest in P&R 15/33 with regard to the lease for the Royal British Legion.

15/23 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 30th June 2015.

These were duly signed by the Chairman

15/24 MATTERS ARISING FROM THE PREVIOUS MEETING

There were no matters arising

15/25 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that Cllr Ken Morris had had surgery for a heart bypass he was now out of hospital. The Council wished him a speedy recovery. He also advised that one of the Parish Rangers, Phil Palmer had completed a Bungie Jump in aid of Cancer Research and the British Hear Foundation, if anyone wanted to sponsor him the forms would be handed out at the end of the meeting.

The Chairman stated that Village Day had been a great success and the feedback was phenomenal. He felt that the organisation had been very slick, and the event had been helped by the great weather. The Chairman had contacted stall holders who were raising funds for local charities and it was considered that over £1200 was raised on the day.

13th June 2015, The Chairman had attended the Joint Committee of Parish Councils, where the issue of land acquisition was discussed. It was agreed that this issue would be raised at the TRDC meeting to be held later next month.

14th July 2015, The Chairman had attended the Commons Day at Dunstable Downs with the Clerk and Parish Ranger. The event had been put on by the Chilterns Conservation Board to celebrate the four year project funded by the Heritage Lottery Fund. The Parish Council had benefited from the work carried out and funds raised by grants for the three lecterns and also the clearance of Christchurch pond.

11th September 2015, The Chairman had attended a Charity event at Moor Park Mansion which included a 9 hole putting competition, a cream tea and raffle. The Charity event co-in sided with Heritage Week.

The Chairman advised that a request had been received from a member of the public asking if the meetings of the Play advisory Group were able to be attended by members of the public. He advised that when the group had been set up the Council had not concluded if the press and public were able to attend, therefore he was asking fellow Councillors for their opinions.

Cllr Barbara Green, as Chairman of the Advisory Committee said that whilst she wished the process to be transparent, she felt that members of the group may not be able to express their opinions with the public present, members needed to feel free to argue their case. She also felt that whilst discussions were taking place the reports by the press may be misleading, and members of the public may not get the whole story.

The Clerk advised a point of order: the Advisory Committee had been set up whilst the process of the New Standing orders were being adopted. Standing Order 4:9 stated that Council should pass resolution as to whether the Press and Public were able to attend meeting s and therefore a formal decision would be required.

The Council
RESOLVED

That for the Play Advisory Group Meetings the press and public would not be permitted to attend, but that the agendas and minutes would be available for inspection on the Councils website.

This was proposed from the Chair and carried 12 in favour, one against and one abstention.

15/26 QUESTIONS UNDER STANDING ORDER 9

There were no questions received under Standing Order 9

15/27 CLERKS REPORT

Demolition of the Guide Hut: The Clerk advised that she had not received any further communication regarding the future of the Guide Hut.

War Memorial Hall Refurbishment: The Clerk advised that the Weather was holding up the development of the extensions at the War Memorial Hall. She also advised that a new door had been ordered for the kitchen side of the hall as a key access would be required, if the new hall was in use.

The Council

RESOLVED

To Note the report.

15/28 COMMITTEE MINUTES

Play area in Chorleywood Advisory Group meeting 2nd July 2015 – Cllr Barbara Green advised fellow Councillors of the progress of the group. She advised that she had attended a meeting with Officers at TRDC to discuss the questions that had arisen from their report. She had asked for written responses to the questions which were yet to be received.

Cllr Preedy was rather taken aback stating that if the process was to be open and transparent why hadn't the questions raised by the relevant groups been circulated to all members of the group. She asked Cllr Green if she had attended the meeting at TRDC with an officer or fellow councillor. Cllr Barbara Green confirmed that she had attended alone. Cllr Barbara Green stated that she had assumed that the questions had been copied to all members. The Clerk Confirmed that the group members had been asked to send the questions to Cllr Barbara Green, they had not been told to copy them to the Clerk and therefore she had not received copies. If these were forwarded, she would ensure that all the information was passed through to the group.

Open Spaces 14th July 2015

15/24 Permissive Parking Ticket Machines – The Clerk confirmed that there was an annual maintenance charge for the ticket machine.

15/26 Park Run –It was agreed that the organisers of the Park Run would be given a six month trial, but before the event commences they would meet with the Common Ranger to organise a route which would not impede on other users.

Chorleywood Village Halls 21st July 2015

15/12 War Memorial Hall - It was noted that Cllr John Copley had discussed the Sarratt Village Halls website and not Cllr Harry Davies

Planning 1st September 2015

Recommendation 1 – Community Plan.

The Council

RESOLVED

That the Chairman of the Community Plan Cllr Jane White could ask the Chairman of the Council to call an Extra Ordinary Meeting to be held at the War Memorial Hall at some date into the future to present the results of the Community Plan.

This was proposed by the Chair and Carried unanimously.

Recommendation 2

Neighbourhood Plan

The Council

RESOLVED

That for cohesion, the same working group working on the Community Plan should be formed to create the Neighbourhood Plan to incorporate a list of local assets, to include venues of architectural interest, local amenity and community values. That the working party should consist of Cllrs Steve Watkins, Jane White and Jackie Worrall with the assistance of other groups within the Community who could bring forward different interests and suggestions.

This was proposed by the Chair and unanimously carried.

Policy & Resources 8th September 2015

Recommendation 1

Four Year Vision – Members of the P&R committee had recommended that Open Spaces Committee add the Nature Trail to the Four Year Vision, with a view of Contacting a former officer of the Chilterns Conservation Board to help with the implementation. This officer had detailed knowledge of the Common and its legal status, and also had experience with Nature Trails.

The Council
RESOLVED

That the Clerk contacts the Officer to enter into discussion to see if they were able to assist the Parish Council in the implementation of the Nature Trail.

This was proposed by the Chair and unanimously carried

15/28 Chorleywood in Bloom – The Chairman updated Councillors of the current status of Chorleywood In Bloom. He stated that the Council and the Community owed a great debt of thanks to Lyn Sutherland for all her hard work on the project. He advised that Cllr Jane White had judged the baskets with the winner being the Chorleywood Sports Shop, and commendations to Chorleywood Book Shop and Eden Rose. He felt that the baskets enhanced the village

15/29 ACCOUNTS FOR PAYMENT

The Council
RESOLVED
To note the report

15/30 RESIGNATION OF CLLR HARRY DAVIES FROM THE CHORLEYWOOD VILLAGE HALLS COMMITTEE

The Chairman advised that he had received a notice of resignation from Cllr Harry Davies to the Chorleywood Village Halls Committee, leaving one vacancy. He also advised that Cllr Steve Watkins had agreed to take his place. With no further nominations

The Council
RESOLVED

That resignation from Cllr Harry Davies be accepted and that Cllr Steve Watkins replace him on the Chorleywood Village Halls Committee

This was proposed by the Chair and carried unanimously.

15/31 GRANT APPLICATION FORM FROM CHORLEYWOOD LITERARY FESTIVAL

The Clerk advised that Chorleywood Book Shop did not keep separate accounts for the Literary Festival and therefore whilst the event was a community event without separate accounts the Council did not have any powers to grant fund a local business with public money.

The Council
RESOLVED

Regretfully to reject the application for the reasons given by the Clerk but to advise that if in the future separate auditable accounts were kept the council may be able to reconsider an application.

This was proposed by the Chair and carried 13 in favour and one abstention.

15/32 COMMUNITY PLAN

Cllr Jane White advised Members that the third draft of the Community Plan was now with the group to consider. This would become a public document once the final draft was agreed and would be put before Council at an extra ordinary meeting. She advised that following a recent training session, she could see that in the future the Community Plan and proposed Neighbourhood Plan would need to be split, as there were more legal issues to be dealt with for the NHP. It was confirmed that once agreed a NHP would be a legal document and could form part of the TRDC Core Strategy.

The Chairman thanked the Members of the Public for attending.

15/33 CONFIDENTIAL BUSINESS

The Committee
RESOLVED

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

15/34 CLOSURE

The meeting have started at 7.30 pm, closed at 9.24pm

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

FULL COUNCIL MEETING

Agenda Item 9

Date: TUESDAY 1st December 2015

Subject: Clerks Report

Precept -Officers are now at the busiest time of the year with budget analysis and projects for next year. The tax base will not be known until mid- December, once this is known the number crunching will commence to calculate the proposed precept.

Play Area -There is still a lot of work associated with the play area – attending meetings and preparing minutes and also dealing with the numerous communications from members of the public. This work is in addition to our agreed work schedule.

War Memorial Refurbishment – this has now been completed with a few areas of snagging to be completed. There has been a good response from Members of the public and booking are starting to come in. Whilst the work did not finish on time – it can be reported that the project was completed within budget. The Village Halls Committee will now be looking and the remedial works to complete the project by the end of this financial year.

Notice Board – The new noticeboard has been erected in the Village and has again received a very positive response. Events can be published on the Community noticeboard, which is being administered by the Parish Office. Currently this is being carried out free of Charge but this will be reviewed in the future.

Chorleywood in Bloom – all the winter baskets have now been erected in the Village with more businesses joining the scheme and additional planters being added. Council buildings have now been included in the scheme; these include the Parish Offices, Cemetery Buildings, War Memorial Hall and Bullsland Hall.

Indoor Car Boot Sales – continue to gain momentum with plenty of tables being sold, however there still appears to be an issue with visitor numbers. Different ways to publicise the event will be explored after the Christmas period.

My Chorleywood News – The Parish Council will now have a page in My Chorleywood News which will publicise activities carried out by the Parish Council. This only contains 300 words of editorial therefore is really a news in brief, however it is hoped the raise the profile of what the Parish Council does. Due to the strict deadlines, the editorial is written by the Media Officer and signed off by the Chairman.

6th Annual Quiz Night and Charity Auction – has just taken place. This was again a huge success with over £7500 raised on the night. This money will help 18 local charities carry out their valuable work. Donations received from the popular ‘Tops and Tails’ was donated to the Chairman’s Charity, Dementia Friendly Chorleywood and raised about £150. There were too many sponsors to mention, however special thanks must be given to Bob Whitney, who organises the event on behalf of the Parish.

Christmas Lights – The Christmas Season is nearly upon us. It is hoped that you have all had an opportunity to view the Christmas trees in the Village, which have received a very positive response. The Parish Council have decided not to have a stall at the late night shopping evening this year.

Dates for your Diary

4th December 2015 - Late Night Shopping Evening

17th December 2015 Office closes at 1pm

24th December 2015 until 4th January 2016 – Office Closed.

PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE – 15th OCTOBER 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Cllr Barbara Green

Members: Cllr Alison Preedy

* Substitute Cllr Tony Edwards

* Cllr Martin Trevett

Cllr Steve Watkins (Vice Chairman)

* Substitute Cllr Jane White

* Michael Hyde - Friends of the Common

* Maria Larkin – Chorleywood Residents Association

* David Walker - Friends of the Chorleywood House Estate

Cllr Chris Lloyd - TRDC

No Substitute

* Simone Tyson Chorleywood Mums

* David Hiddleston – Friends of Grovewood

*Denotes members present

Officers in Attendance: Clerk to the Council Yonne Merritt

Clerk Abbots Langley Parish Council Tim Perkins

Also in attendance: Alison Rubens, Myfanwy Ronchetti.

~~The Chairman welcomed David Hiddleston representing Friends of Grovewood, explaining his inclusion on the Advisory Committee and asked everyone to introduce themselves.~~

Secretaries Note: Due to the nature of the meeting, these notes are more of a verbatim report than is usual for minutes of a committee meeting. It has been done this way to properly record all the views expressed and statements made and to give all Councillors the background to the debate and how decisions were reached.

15/06 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Alison Preedy (substitute Cllr Tony Edwards present) Steve Watkins (Substitute Cllr Jane White) and Chris Lloyd.

15/07 MATTERS ARISING

Cllr Waitley- Smith wished to confirm that he was familiar with Chorleywood Common. Following this and the amendment at Full Council the minutes were approved as a true and correct record.

15/08 OBJECTIVES OF THE MEETING

The Chairman stated that in the first instance she wished to establish that everyone agreed there was a need for a play area as she stated that some members of FOCC had suggested~~stated~~ that they did not think there was a need for a play area in Chorleywood. She felt that there was no place for members of this advisory group who~~groups that~~ were not committed to finding a suitable site. The obesity data for reception children shows significant problems with obesity across Three Rivers.

Michael Hyde (MH) asked the Chairman to expand on her statement – as they had never stated they were not in favour of a play area they were concerned only about the location of such an area.

Martin Trevett (MT) stated that TRDC have established that a need exists for an additional play area in CW. He went on to say It will happen even without the approval of the Parish Council.

David Walker stated that his groups' concerns were about the type of play area TRDC were likely to provide as they did not want concrete and swings.

Simone Tyson (ST) stated that CW Mums were in favour of bespoke, natural, woodland type play areas as detailed within her report.

David Walker (DW) advised that FOCWHE has not submitted a detailed report, but wished to read out a statement which gives the views of their members. (Appendix 1)

15/09 DOCUMENT CHECK

The Chairman went through the document list to ensure that everyone had copies of everything. Once this was established she stated that she did not feel there was need for any more reports as there was probably sufficient data now received to make a decision.

15/10 IDENTIFYING MAIN ISSUES

(ST) Wanted to establish if groups should be lobbying as there was an article from FoCC in the Watford Observer and it was inappropriate that some groups were~~are~~ communicating with the press and others were~~are~~ not.

(DW) Suggested that the points of~~for~~ views off~~from~~ different interest groups have been in the public domain~~published~~ for some time, with for example, CRA writing articles in the Chorleywood Magazines.

(BG) Advised that the issue of enabling public access ~~this~~ had been discussed at full Council and it was agreed that~~and she stated that she wanted to keep~~ the advisory group meetings should continue to be~~this a private meeting~~, to enable open discussion amongst its members. But the Council had agreed that the reports and minutes of the advisory group should be in the public domain, and therefore it should follow that~~this would allow~~ different ~~the~~ interest groups could~~to~~ make their opinions known to the public via Facebook, newspapers, etc~~be open with their opinions too~~.

The Clerk advised that she had already received significant amounts of correspondence, and would be happy to set up a file of people's views. H~~h~~ however it would not be possible to reply to all the letters individually, although they would be acknowledged and filed for Councillors to read.

Martin Trevett (MT) stated that the Parish Councillors should be careful not to voice an opinion should they reply to any correspondence so they are not accused of predetermination.

David Hiddleston (DH) stated that the Watford Observer had approached FoGW, but that they had declined to comment.

Moving on, the Chairman suggested that trying to rank sites will be difficult.

Tony Edwards (TE) was concerned about the lack of clarity regarding where TRDC felt that the play area should be. Using the old TRDC wards the TRDC report stated that -the mMajority of Chorleywood's population is in CW East. In 11/2014. TRDC report highlighted lack of play area provision in CW Eeast. All the areas being discussed were in Chorleywood West.

(ST) advised that the report discussed proximity of play areas and the walking catchment to a play area. People living in CW East were nearer and more likely to use sites available in Rickmansworth.

(MT) Agreed, stating that TRDC were interested in the Chorleywood Wards, and not the Chorleywood Parish as a whole.

(MH) Stated that according to the TRDC report there were 575 children within the LSOA (Lower Super Output Area) for the two Common sites and in CW West, 549 children in the LSOA for CWH Estate in CW east. In other words, Therefore only a difference of 26 children. Areas other than the Common would minimise the impact of play area and should not be overstated using information on social return on investment.

(ST) stated that the walking catchment is an important criterion.

(BG) advised that this was why 400m circles had been drawn around each option on the site maps to show residential catchment.

(YM) Asked for clarification as to the 400m line – was this as the "crow flies" or "street distance" as this could make a huge difference when discussing walking distance?

(ST) Confirmed the 400m was measured as the crow flies and that some of the walks are skewed by actual street distance.

(BG) Stated that this method was indicative only, but the best assessment we are liable to get.

(MH) Said that it took 13 mins walk from Post Office to Site 13 and 13m 52s walking from CWHE site to the properties the far side of the M25. Therefore the 400m or measured times were the same for both sites.

Maria Larkin (ML) stated that play area needs to benefit residential areas currently not served by a play area, and therefore the 400m was only one part of the issue.

(DW) suggested that the group should recognise the shortcomings as not one xxx would fit all but move forward with meaningful discussions.

The Chairman suggested that the group should now move forward to the matrix and suggested that in the first instance they look at the environmental factors – at this stage she said that the CMS report had

clearly identified Grovewood as ancient woodland and for this reason she felt that Grovewood should now be removed from the list.

(MH) stated that by doing this it would contradict the Chairman’s introduction and risk a similar decision on other sites later on.

(DW) stated that Ancient woodland has significant development restrictions which could be a deal breaker; however it did not preclude development, just made it difficult.

(YM) stated that for fairness, transparency and clarity for the Council and members of the public, the group should table all mitigations for all the sites.

(DH) Advised that TRDC tree policy protects trees of significant value of which there were many in Grovewood.

However, it was noted that this point was relevant to all four sites, as all trees were covered by conservation area consent, TPO’s or both. It was therefore agreed to carry on discussing the strengths, benefits and problems forwith all four sites

The Committee decided therefore to start at the beginning of the form, and discussed ~~the~~ ‘Accessibility for Users’ and started to assess ‘Safety and Security’ before running out of time. (Appendix 2)

Agenda items 4 and 5 were not discussed.

TIME AND DATE OF NEXT MEETING

December 9th at 7.30 pm to be held at the Parish Office.

The Chairman advised that once a decision from this group had been made there would be an extra ordinary meeting of the Parish Council to discuss their recommendation~~s~~, at which she ~~proposed would~~ make ~~ing~~ a power point presentation. She would however ~~ensure show~~ the advisory Committee were entirely happy with the presentation before it was shown to Full Council to the Advisory Group first.

Secretary’s note: following that meeting the Chairman has called an additional meeting to be held on November 3rd from 12.30 to 3pm.

15/05 CLOSURE

The Meeting, having commenced at 1.00 pm closed at 3.04pm

These minutes have been checked and signed by the Chairman

Signed Approved via email Date ... 3.11.15

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

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

CHORLEYWOOD PARISH COUNCIL

CRICKET CLUB ADVISORY COMMITTEE – 2nd NOVEMBER 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Cllr Barbara Green

Members: *Cllr Tony Edwards
*Cllr Rodney Kipps
Cllr Jill Leeming
* Cllr Alison Preedy
* Cllr Jane White

*Yvonne Merritt Clerk to the Council
* Denys Downing Cricket Club
* Owen Edis Cricket Club

*Denotes members present

15/01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Leeming

15/02 PRE MEETING

Councillors discussed the current lease agreement and what they wanted from the new lease, which expires in 2021. It was noted that Local Government could only offer a 99 year lease, but could add a caveat to add an additional 25 years upon request. There was also discussion about subletting and possible conditions relating to this.

15/03 MEETING WITH REPRESENTATIVES FROM THE CRICKET CLUB

The Chairman welcomed the representatives from the Cricket Club. She said that she had not prepared an agenda but the aim of this meeting was to look at all the variables and possibilities associated with a new lease agreement and also to get an update from the Cricket Club as to where they were with regard to the new pavilion.

The Cricket Club (CC) advised that they were no further forward with regard to putting in a planning application. They have carried out some consultation at Village Day in July. The problem was that they had received three quotes for a modular building and the difference between the top and bottom contractor was nearly 200K. Each firm had come up with the same footprint but each had very different specifications. The CC was now analysing the quotations, looking at essentials and desirables.

The VAT issues were discussed - a recent ruling regarding the erection of a rugby pavilion in Scotland was cited. (A Copy of the ruling is now on file). The CC felt that if they could put together a project on the same principals they felt confident that VAT could be saved, therefore making the funding figure considerably cheaper. One of the conditions of Vat exemption would be that the new pavilion was considered a community facility, and therefore sub-letting would be required as part of the lease.

Cllr Green(BG) asked the CC if they had considered putting in for outline planning permission, as the basic footprint had been agreed. If this was granted the CC would be in a stronger position to start fund-raising for the building and also could progress with the consultation process for the S38 Application to DEFRA.

The Clerk informed the CC that during the winter the oak tree adjacent to the pavilion would be removed as it was dying. Unfortunately it was not a candidate for a tree sculpture as honey fungus was present in the tree.

The Committee discussed the parameters and the legal limitations the Council had with regard to leasing of public buildings. The Council were limited to offering a 99 year lease and must get consideration of their assets. Therefore it would not be possible to allow the CC to lease the pavilion on a commercial basis. The CC confirmed they did not wish to go down this route and were thinking along the lines of local bridge classes – and charging for hire just to cover costs.

JW advised that any sub-letting would need to be agreed by the Council. She stated that the Council would need to ensure that current users were not impeded from carrying out previously agreed activities (EG the School)

Cllr Edwards (TE) spoke about the use of the parking area, as additional use by the CC may add on additional costs to the Council for maintenance and therefore this aspect would also need to be considered.

The possibility of using the pavilion as a base for guided walks and educational talks as part of the Council's education programme were also discussed.

Members of the CC were informed of the requirement for Local Authorities to attain best consideration for their assets. The options available to the Council were to charge a market rent, or as an alternative the Council could consider the grounds maintenance carried out by the CC sufficient compensation in lieu of rent but would need to charge a small percentage for any sub-letting .

The Clerk advised that when considering the lease it should be remembered that this document would be in place for a long time, and whilst there was no doubt that with the current regime everything would be honourable, the Council had to protect its assets for the future and therefore the lease agreement would have to consider worst case scenarios.

The CC stated that they were hoping that the Council would agree to a peppercorn rent. BG confirmed that this would be a Full Council decision however it was not outside the realms of possibility. However it was possible due to the length of the lease that the Council may wish to have a rent review built into the lease.

The conditions the Council were likely to impose were summarised as follows:-

- That the council would lease the ground only and that the CC would have full responsibility for the building
- The Lease would run for 99 years with the possibility of a 25 year extension on request.
- The ground would be leased at a peppercorn rent.
- The building would need to be kept to a good standard of repair
- The building will also need to be kept secure
- The building must be kept in continuous occupation, ie not allowed to become derelict.
- The grounds/field would also need to be maintained to an acceptable standard
- The CC would be liable for legal costs associated with drawing up the new lease
- A Rent Review would be carried out at 10 year intervals
- Sub-letting (of the pavilion only) would be allowed but prior permissions would need to be sought from the Parish Council, and a small charge (5 -10%) of all profits from sub-lettings would be levied, payable annually in arrears.
- All licences for sale of alcohol, etc must be in place
- All relevant insurances must be in place

It was made clear that all these conditions were subject to Full Council approval.

The CC advised that as part of their scheme they wished to harvest rainwater and wanted to locate a reservoir within the curtilage of the land. The Clerk advised that she would prefer the tank to be located at the front of the building rather than disturbing land to the rear. The CC agreed that this location would be preferable for the groundsman to access.

The CC also advised that they were to have a meeting with ECB who would need to approve the design and ensure that the building fitted current requirements.

Location of the electricity supply was discussed.

BG closed the meeting stating that she hoped the CC had found the meeting useful and whilst the Council had to ensure safeguards were in place it was not putting any undue barriers up to stop the CC achieving their aims.

15/04 CLOSURE

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The meeting commenced at 2.15pm and closed 3.20 pm

A further meeting was suggested for February 2016

These minutes have been checked and signed by the Chairman

Signed Date

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

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

PLAY AREA IN CHORLEYWOOD ADVISORY COMMITTEE – 3RD NOVEMBER 2015

MEMBERSHIP & ATTENDANCE

- Chairman: * Cllr Barbara Green (BG)
- Members: * Cllr Alison Preedy (AP)
* Cllr Martin Trevett (MT)
* Cllr Steve Watkins (SW) (Vice Chairman)
* Michael Hyde (MH) - Friends of the Common
* Maria Larkin (ML) – Chorleywood Residents Association
* David Walker (DW) - Friends of the Chorleywood House Estate
Cllr Chris Lloyd - TRDC
* Substitute Cllr Chris Whately-Smith (CWS) - TRDC
* Simone Tyson (ST) - Chorleywood Mums
* David Hiddleston (DH) – Friends of Grovewood
- *Denotes members present

Officers in Attendance: Clerk to the Council Yvonne Merritt
Deputy Clerk Claire James

Also in attendance: Alison Rubens, Cllr Tony Edwards & Sarah Goldberg

Secretaries Note: Due to the nature of the meeting, these notes are more of a verbatim report than is usual for minutes of a committee meeting. It has been done this way to properly record all the views expressed and statements made and to give all Councillors the background to the debate and how decisions were reached.

15/13 APOLOGIES FOR ABSENCE

There were apologies for absence from Chris Lloyd (substitute Chris Whately-Smith present).

The Chairman Cllr Barbara Green explained that no agenda had been issued for this meeting as it was basically a continuation of the last meeting filling in the issues table.

15/14 MINUTES OF THE LAST MEETING

Cllr Barbara Green referred all attendees to the email that she had received from Charlotte Gomes of TRDC and circulated to all containing the clarification that it was the eastern part of West Chorleywood that TRDC felt was not catered for in Play area terms. Concerns were raised by AP and SW that this was now very specific and a change from original brief. There was debate about the ward boundaries (SW) and ~~whether this information~~ what the recommendation from the group would be. BG stated that attendees may or may not want to accept it but it was what had been said and we have to accept it and move on.

MH pointed out that the minutes referred to the report from Chorleywood House Estate being included with the minute as Appendix 1 but it had not been. It was agreed that this report would be sent out to all. DW reminded the group that the report was not written as a formal report but as a spoken one.

DH pointed out a missing word towards the end of Page 3 of the minutes and it was agreed that the sentence should read:

(DW) suggested that the group should recognize the shortcomings as not one **solution** would fit all but move forward with meaningful discussions

MH raised a question under Minute 15/09 Document check requesting a copy of the letter that had been received by Grovewood from three District Councillors. DH undertook to distribute this to all the group.

MH requested a report from the Rangers on the CMS report. BG stated that the Group had already received a report from the Rangers. The Clerk advised that the report referred to had been a supplementary report to correct some misinformation within the Three Rivers officers report and was not a Rangers report and that it had been requested to be withdrawn as it was viewed to be a vested interest report. BG stated that it had been finally accepted as a report and stated that she did not want a further Ranger's report. MH stated that there were issues that would be valuable to have the views of the Ranger on. BG asked for a vote of who wanted an additional report and the request was turned down with a vote of five votes against, four for and one abstention.

BG asked the Clerk for a copy of the written confirmation of the A404 crossing going ahead. The Clerk advised that she had given the information verbally. BG said that was not the point. The Clerk advised that the information had gone to Full Council and was therefore in the public domain. BG asked that the written confirmation be circulated to the entire Group.

The minutes were then agreed as a true and correct record and signed by the Chairman of the Advisory Group Barbara Green

15/15 MATTERS ARISING

MH sought clarification of what was meant by the statement by MT that "It will happen even without the approval of the Parish Council." MT advised that the comment was that the District Council would be likely to go ahead obviously on their own land if the Parish Council did not agree to it being on their land.

MH then referred to an email of the 29th September that had been sent to SW and asked for assurances from BG that all reports would be considered fairly and with an open mind. There was a **creeping** suspicion that bias was creeping in. There had been the suggestion from BG that Chorleywood House Estate was not relevant due to the Chorleywood East/West debate. BG asked MH to clarify his question. She further stated that she had never given any opinion on the relevance of any

of the sites confirming that there are four sites under consideration. Further clarification was sought with some further debate from other group members. BG stated that the group now had clarification and needed to move on. She felt that MH's comments were no longer matters arising to issues that go beyond the minutes to emails sent etc.

15/16 ISSUES TABLE

BG advised that everyone should have received a revised table that should make it a little easier to go through. She asked that everyone go through the completed part to check if there had been any omissions. DH reminded the Group that it had taken two hours to get this far and the group should not be changing it. MH stated that this was an admirable wish but as it would be a public document it needed to be correct and reflect the best estimates.

PARKING: The comment for Chorleywood House under Parking was questioned. ST advised that she had made this comment and it was what she and her family saw every weekend throughout the football season. The Clerk advised that she had spoken to the football club and clarified that the Football season ran from September through to May, outside these times, although they may be some ad hoc training, the pitches were reseeded and therefore football would not be desirable. It had further been stated that many of the children that played football went on to play cricket during the summer. AP further clarified the statement to say that even during the football season it was only during Saturday and Sunday mornings. DW asked whether this changed the rating given. DH stated that the group was just regurgitating what it took two hours to get to which was a pointless exercise. It was suggested that CWHE stayed at 1 but sites 13 and 15 should move to 2. It was also suggested that the comment for the Station car park under Site 15 have 'at a cost' added as charges were still made at a weekend.

ML asked for clarification on the parking at CWHE – how were spaces reserved for hearses. It was noted that this was only on weekdays and currently if the entrance to the cemetery was impeded, people were asked to move.

BG suggested that the group voted on the need to change the scoring. ST advised that she had not had the chance to go through this as this meeting had been brought forward.

BG felt that the group needed to carry on and not get bogged down. She stated that at the final meeting the document can be reviewed and fine~~at~~ tuning done then and asked if the group agreed with this. There were general murmurs of ascent.

BG then went on to say that before the group resumed going through the table, there was something else she wanted to table. She advised that she had been persuaded by others to go down the ranking route but there was a need to now consider weighting on the basis that some issues were more crucial than other. She then circulated a document to all attendees on her suggestions for weighting factors. She made specific mention of the 6 checklist items used by TRDC and the fact that the group had then added in other factors. AP asked if that was what TRDC did and was advised not. The Clerk asked what ground conditions meant. It was clarified to mean accessibility for construction vehicles, ~~for~~ the installation of equipment, and possible ground excavation. There ensued some debate about the cost implications of this. SW suggested that if a report was going to be presented to Full Council then such costs would need to be included. MT advised that the final decision rested with the Leisure Committee at TRDC. BG stated that theses cost would not be out of the Parish Budget and MT suggested that the District would come back to the Parish. CWS advised that there was a budget, there would be tenders and negotiation would follow. It was a red herring to discuss it now. He further stated that it was not

your (ie parish) budget, TRDC have budgeted for the play area. It would be up to officers to make an application for extra from the capital budget if necessary. He re-iterated this by saying “Not your problem” and “Cost not your issue”. He also made the point that there was a difference between Revenue and Capital budgets and suggested that the revenue costs were the Parish Council’s. This was firmly denied by a number round the table and CWS conceded that therefore both the capital and revenue costs ~~were being met by TRDC~~ are a consideration.

BG then asked for a vote on who thought that Ground Conditions should be included. The vote was carried with six in favour and four against.

With reference to the weighting table BG acknowledged that this had only been presented to the group that day and that people had not therefore had time to consider it. She suggested that it was agreed in principle but that it was taken away for attendees to discuss within their groups.

MT made the point that none of the group were experts and that much of it would be about what the group thought. BG suggested that it was to help the ranking exercise. ML stated that clearly some issues were more important than others and that therefore weighting should be made. DH referred the group back to MH’s Comment that it is a public document and ranking was necessary with weighting. ST stated that she supported the use of weighting. DW stated that in principle weighting was a good idea and advised that he used to do it as part of his job, but he was concerned that anything could be proved by altering the weighting. He suggested that the group continue as they had been so far and then apply the weighting at the end. BG felt that the only problem with doing it at the end was that people would start arguing as they would see a site getting more points. MH stated that he agreed with both DH and BG but felt it was better to leave weightings until the end. There was a suggestion to complete the list as there may be a deal breaker further down the line. BG sought consensus. ST asked what TRDC do. CWS replied that TRDC had never done anything as complicated and had never done a weighting exercise. BG clarified that Officers did weighting exercises which was confirmed. ML stated that she was more interested in facts. BG stated that it was the job of the group to make recommendations. The Group had the expert reports and it was the job of the group to sift the information and put it into an accessible format. She felt that in order for it to be credible the group had to weight the issues. Otherwise all the issues are equal and asked if this was what the group wanted. She asked that the group take the paper away, have a look through and at the next meeting it can be agreed or not.

The Group then focused back on the table;

Safety and Security – Security from Horses: BG stated that the permissive horse track went close to Site 13 but horses may not be an issue for all sites. DH advised that there were plenty of horses in Grovewood. In terms of site 13 it was suggested that mitigation could be that the horse track could be moved or bunding of the play area could be undertaken. The Clerk advised that the concern was about the safety of the horses (and their riders) as well as the safety of the children. CWS asked for clarification of how close the horse track was to site 13 and it was confirmed to be about 5m. It was agreed that the issue should be changed to Safety **from/for** horses. It was stated that the horse track could not be moved at Site 13 ~~as it is near the road~~. DW suggested a one sentence definition of what was meant on all points so that it was not revisited at the next meeting. BG offered to do this and email to the entire group.

MH asked whether this was specific to Site 13 as there is the horse track there. DH stated that it applied to Grovewood as well. There was discussion about the actual location of Site 13 and BG stated that she was not prepared to make any changes to the site locations but that it may be possible to relocate the horse track. The Clerk advised that it would be difficult to relocate the horse track at that

point as there was Stewardship land on one side and the golf course on the other, stressing that this was fact. ST asked whether these conditions occur anywhere on the Common. The Clerk advised that the access point to the Horse track was at Shepherds Bridge so there was already a people and horses issue there, however if there was a play area at this location there would be additional people in an already narrow location. ST suggested that it could be assumed that horse riders would not take a nervous horse to this area but it was felt that this could not be assumed. BG suggested that as mitigation signage may help and that moving the horse track should be looked at. The Clerk reiterated that there was nowhere else for it to go. Discussion moved on to the other areas and DH advised that Grovewood was near stables and any play area would be within one meter of the road where the horses are. It was understood that no horses were allowed in CWHE and that Site 15 should not have any horses by law. Comments and rankings were then agreed and recorded on the table.

Overhanging Branches: CWS stated that most play schemes had trees planted and therefore in time had overhanging branches. He felt this was part of the management of the site. BG asked if the group wanted to keep the item, it had been raised as a concern at the time of the site visits. Most of the sites had management plans in place to manage the trees. The Clerk also advised that she had been made aware that there was a Woodland Management Plan for CWHE that would thin out most of the trees with major tree work over the next 18 months and looked to CWS to confirm this. ML asked for a copy of this and the group was advised that it was on the TRDC website. Comments and rankings were then agreed and recorded on the table.

Anti-Social Behaviour (ASB): BG reminded the group of the Police report that had been produced. DH felt that in reality all sites would have some aspect of anti-social behavior. BG stated that antisocial behavior in Grovewood would be more of an issue due to the impact on nearby residents. It was stated that there was no evidence from other play area in TRDC that there was an increase in ASB. CWS stated that in his experience a bigger problem was with people and litter. AP suggested that there were two ways of looking at it – Daytime and Evening. The Clerk advised that youths did gather on the Common but locations changed. ~~APMT~~ asked that given there was some potential of ASB on the Common, would a play area exacerbate it, it was possible but could not be determined. ~~The category of surveillance the link with ASB was explored.~~ BG suggested that the group were supposed to be using the expert's reports so these should be used. The evidence from TRDC was that in reality ASB is reduced. Comments and rankings were then agreed and recorded on the table.

Dog Fouling: The Clerk suggested that this should include animal fouling. BG stated that she would like to keep this to dog fouling. ST raised the subject of fencing and natural barriers and the possible costs of these. However as the consideration of costs had been discounted earlier it was suggested that it could not be raised under this issue. CWS responded to a specific question about fencing that his personal preference was to fence play areas but pointed out that this went against the Government view that play areas should be open. ST stated that she had seen play areas on Commons with self-closing gates etc. The Clerk reminded the group that the Common cannot have fencing – this had been proven as part of the Grazing project. Dog Control Orders were also discussed as mitigation although as the orders had not yet been agreed the ranking should be made on the situation as it is at the moment. It was also suggested that areas do get self-policed. Comments and rankings were then agreed and recorded on the table.

Natural Surveillance: It was felt that most children would be supervised during normal play time. ST stated that each of the groups under this heading would have different levels of surveillance and that therefore she had ranked each of them and had then come up with an overall ranking. CWS suggested that once built the play area would be busy and that therefore there would be natural surveillance once it was in use and he therefore did not rank any of the categories very highly. MT suggested that at any one time there would be parents present. It was agreed therefore to rank all of the sites as 1.

This had completed the table to a natural break point at the end of a category and as the finish time for the meeting was fast approaching BG advised that she wanted to stop at this point and raise something else. She stated that they had been trying to agree a Full Council Extra ordinary meeting but were struggling with a date. An idea put forward from the Vice Chair of the Council had been the suggestion that the Council should consider, prior to the decision making meeting which had all the usual constraints of such a meeting, a public meeting/forum at which information boards could be put up, reports given to the public etc. BG stated that she would be happy to do a PowerPoint presentation and that it would be possible for the public to speak. She felt that it would be good PR for the Council and that it would be valuable for Councillors to attend. The Clerk advised that it was down to the Council to decide such a meeting. BG stated that the 23rd February was the next Tuesday available for the Extra Ordinary meeting of the Council. She asked for the Groups views on the idea of the Public Forum. MT stated that it was a good idea in principle but that it would need to be tightly run as there were strong feelings on all sides. There were various interest groups and there would be a need to ensure that all information being brought forward was factual. BG suggested that an independent chairman be brought in for the meeting and a couple of options were discussed. ML suggested if members of the group had the remit to go to their own members, it would be useful to have all the reports on the website. With that in place and all the information out there she queried what the forum would achieve and asked how it would be publicised. The Clerk advised that it would be through the normal routes and would ask everyone present to also publicise the meeting. It was stated that it was about being transparent and allowing people to have their say. ST stated that last time the frustrations had been at people not being able to take part. The deadline of the TRDC Leisure Committee on the 16th March was raised and BG stated that if the forum was on the 23rd February the Extra Ordinary meeting could take place on the 8th march (she was happy to move the Open Spaces Committee meeting on that night to facilitate this.) This then begged the question whether this gave enough time if the EGM was on the 8th to meet the TRDC meeting date of the 16th March. The Clerk explained that there would need to be an Officers report to Full council. MT felt that this would be useful as there were a lot of people out there who did not understand what was going on. ML felt that a forum would have to be documented and every Councillor had to be present. The Clerk suggested that Councillors would be able to make a more informed decision. BG asked if in principle people would be happy with this arrangement. It was agreed that the Group should present the report rather than allowing interest groups to present.

BG closed the debate by asking everyone to take away the weighting sheets and consider the next meetings. She also agreed that she would get the one line definitions of the issues out.

15/04 TIME AND DATE OF NEXT MEETING

The next meeting had been previously agreed for December 9th at 7.30 It was requested that this meeting now started at 7pm. It was also agreed that a date needed to be put into the diary for January and possible dates would be emailed by BG.

15/05 CLOSURE

The Meeting, having commenced at 12.30 pm closed at 3pm

These minutes have been checked and signed by the Chairman

Signed[Via Email](#)..... Date[12.11.15](#).....

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

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

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 3rd November 2015

MEMBERSHIP & ATTENDANCE

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

*Denotes members present

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

There were no members of the public present

15/35 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Rodney Kipps and Alison Preedy.

15/36 DECLARATIONS OF INTEREST

There were no Declarations of Interest

15/37 APPROVAL OF MINUTES

The Committee
RESOLVED

That the minutes of the meeting dated 8th September 2015 which had been taken at Full Council with no amendments, be approved as a true and correct record.

15/38 MATTERS ARISING FROM THE MINUTES

15/10 Noticeboards – The Clerk confirmed that the noticeboard for the Village had been ordered. There has been a delay as Chorleywood Residents Association was debating whether or not to change their logo but they had decided to go with their existing. The manufacture of the notice board was now well underway. The position of the notice board in the Village was explained to Members

15/39 FINANCIAL COMPARISON STATEMENT 2015/16

The Clerk advised that one of the two PCSOs would shortly be leaving to join the Police but that there was a new PCSO going through his training currently who was expected to be in place before Christmas. She advised that the second PCSO was also taking his exams to join the Police force so could be expected to be

leaving the Parish soon. The Clerk advised that she was due to be having a meeting with the Police and would report back to Councillors after this meeting.

The Committee

RESOLVED

To note the financial comparison statement.

15/40 QUARTERLY CASH BOOK

Discussion took place about the levels of the Instant Access Account although it was acknowledged that there were very few high interest earning accounts around at the moment. It was noted that the Instant Access account actually earns more interest than the investment Account. It was also noted that this account had just had the second half of the precept paid in and that this was working revenue, this level would not be expected at the end of the year. However it was agreed that there was a need to look at investments again and the Clerk advised Members of an investment that was being backed by HAPTC. She would undertake some further research and come back to the Committee with details.

The Clerk advised that an Unqualified Audit had been received this year which was a very positive result and Cllr Jane White praised this achievement.

The Committee

RESOLVED

To note the quarterly cashbook figures.

15/41 REVISED BUDGET 2015/16

Cllr Barbara Dickens asked if there had been any resolution of the situation regarding election expenses. The Clerk briefed Members on the recent Joint Parish Meeting attended by the Clerk, and Vice Chairman where the subject had been discussed. It was believed that a resolution was due in the near future but a formula for the future charging of election expenses still needed to be established. In response to a question from Cllr Jane White, the Clerk advised that the expenses came out of the Council Capital budget and that money was put away each year for this although in the light of these issues this amount may need to be reviewed upwards.

Discussion took place on the budget lines for Chorleywood in Bloom and the Mapping software and the overspend on the Photocopying, which it was felt the Community Plan and the Play area would have contributed to. It was agreed that the next time a project like either of these was taken on, there was a need to look at the rolling costs. The Chairman thanked the Clerk for the comprehensive breakdown of the movements on the budget lines.

The Committee

RESOLVED

To note the revised budget for 2015/16

15/42 BUDGET STRATEGY 2016/17

Discussion took place on the process of the budget build that leads to the setting of the precept. The Clerk explained that at this stage the requirement was to set the strategy for the forthcoming year that the Committees could then work on. This would allow the Fees and Charges to be considered and any capital projects to be put forward by the individual committees. There were then a number of factors to be taken in to account that were unknown at this stage, the example given was that of the Tax base which fluctuates up and down each year. Cllr Martin Trevett was keen that the precept was not increased this year. The Clerk clarified, in response to a question, that if there was a large capital project that needed funding, money could be set aside for a number of years to progress that project in a future year.

The Committee

RESOLVED

To advise all Committees to look at an inflationary increase of 1% on the budgets for 2016/17 for income and expenditure, informing Committees of the target of a zero increase on the precept. Spending Committees are also asked to consider any capital project for inclusion.

This was proposed by Cllr Jane white, with the amendment from Cllr Martin Trevett regarding the zero increase on the precept aim, seconded by Cllr Barbara Dickens and carried unanimously.

15/43 THE FOUR YEAR VISION

The Committee reviewed the current entries on the Four Year vision for P&R confirming the entries. Cllr Jane White asked the Clerk to look into the costs of refurbishing the Parish Office to bring the Council Chamber into use as Office accommodation. This was further clarified to include the costs for the fabric of the building e.g. replacement of fascia boards, painting to bring the building up the required condition under the lease.

15/44 RENEWAL OF THE PHOTOCOPIER

The background to the options of purchasing or leasing a new photocopier was advised and the different options with the caveats were reviewed. The Clerk advised that whichever company was chosen the contract would be put to the Herts consortium to see if their buying power would achieve a better deal and they would also check the contract terms and conditions.

The Committee

RESOLVED

To accept the tender from Company B for a Photocopier on a 3 year lease subject to submission of the contract to the Herts Consortium for ratification.

This was proposed from the Chair by Cllr Tony Edwards, seconded by Cllr Jane White and carried unanimously

15/45 STANDING ORDERS

The following amendments were discussed and:

18C and 18F as worded in the paper – agreed for inclusion

SO 4d (vii) to be kept in

SO20 (b) Policy and Resources Committee to be the Committee which was referred to

SO 25 (b) the figure of four councillors was agreed

19 (e) to be amended to

The Clerk will be responsible to the Chairman and Vice Chairman of the Council for their Job description, setting of targets and performance review. The council PDR Policy for all staff is to be enacted by the Clerk on an annual basis in accordance with that policy.

The Committee

RESOLVED

To accept the proposed amendments to the Standing Orders.

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

Cllr Jane White asked that the minutes record the Committee's thanks to Cllrs Barbara Green and Jackie Worrall for their work on the Standing Orders

At 9.38pm Cllr Barbara Green left the Meeting

15/46 DRAFT INDUCTION POLICY

The Clerk briefed Members of the background to the need for this policy in general, specifically advising that a work placement student had been taken on that had necessitated the setting up of the policy at this time in conjunction with HR. The student would be working with and be supervised by the Rangers.

The Committee

RESOLVED

That the Induction Policy as written be accepted

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

15/47 NEW OFFICE NOTICEBOARD

The Clerk briefed Members of the legal obligation of the Council to display notices of meetings etc 'in a conspicuous place'. There was some discussion on the location of the Board and whether a wall mounted one was an option.

The Committee

RESOLVED

To agree to the purchase of a new Office Notice board at the quoted cost of £2591.00 (incl delivery and installation) to replace the existing board on the path in front of the Parish Office.

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

15/48 HEALTH AND SAFETY

The Deputy Clerk gave Members a verbal update on the recent Health and Safety Audit undertaken by Herts County H & S Officer as part of the Council HR Contract. The Audit had focused on the outdoor staff and activities which had resulted in a number of items requiring replacement to meet current H&S legislation. A number of observations had also been made on the office. The Clerk advised that it would be prudent for the Council to bring in a professional to undertake the Display Screen Equipment (DSE) checks to ensure that Officers were operating in a safe working manner. Members agreed that as Employers they had the responsibility to do the right thing by their employees.

15/49 CLOSURE

The meeting having started at 7.30 pm, finished at 10 pm

These minutes have been checked by the Chairman.

Signature Date.....

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

Signature Date

CHORLEYWOOD PARISH COUNCIL

To be received by Council
1st December 2015

REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 10th NOVEMBER 2015

MEMBERSHIP & ATTENDANCE

Chairman: * Barbara Green

Councillors

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

* Denotes members present

Officers present Yvonne Merritt – Clerk
Laura Hamilton – Admin Assistant

There were four members of the public present.

15/47 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Martin Trevett

15/48 DECLARATIONS OF INTEREST

There were no declarations of interest

15/49 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting held on 22nd September 2015 be approved as a true and correct record.

15/50 MATTERS ARISING FROM THE MINUTES

15/37 Officers Report
Recommendation 1 Travellers

Cllr Edwards asked for an update – the Clerk advised that a meeting had been held with the Church who was generally in favour of a height barrier; however they felt that the responsibility for opening and closing the barrier should rest with Christchurch School. Unfortunately no representative from the school was able to attend.

It was also noted that the width of the road may be an issue when looking at ordering a barrier as the cross arm may be too heavy when open for the downward post to support, however this would be looked into in more detail during the winter months.

The Clerk also advised that she had attended a meeting with other Clerks and TRDC to discuss a protocol for the removal of travellers from land within the Three Rivers District. A further meeting was scheduled to look at the legal situations and then a local solicitor will be engaged to work through the protocol for eviction of travellers. All the Parishes will be working on the project for economies of scale and once a protocol has been put together this will be forwarded to this committee for approval.

15/43 Signage on the Common

Cllr Barbara Dickens advised that she has been in contact with the British Horse Society with regard to the route and signage relating to the permissive horse track, and ~~they said they were reluctant to come out to review the signage as the legal status of the horse track was, in their opinion, still unclear was waiting for a response. We await further input from them.~~

Cllr Barbara Dickens also asked for an update on the saw mill. The Parish Ranger advised that it was still a plan to use the saw mill but a different contractor would probably have to be found.

15/51 FINANCIAL COMPARISON STATEMENT 2014/15

The Clerk explained why the miscellaneous budget was larger than expected. She advised that the insurance money had been received following the accident involving Christchurch wall but the works were yet to be carried out. Due to the nature of the work it was unlikely that the repairs would be done until the spring and therefore the money would be carried ~~over~~ to next year.

The Committee

RESOLVED

To note the report.

15/52 OFFICER'S REPORT

Allotment meeting – it was agreed that the ~~a~~Allotment holders meeting would take place at 7pm ~~before~~ the ~~March-March Open Spaces~~ meeting, ~~and that the Open Spaces meeting would commence straight after.~~ In the meantime a site ~~visit~~ meeting would be arranged to inspect the problems at Copman's Wick.

Japanese Knotweed and Bamboo – the Parish Ranger advised that there were two areas of Japanese Knotweed ~~on the Common,~~ which had been treated, but ~~it may~~ the small area may need additional treatment in the future to eradicate it.

Events on the Common - The Parish Ranger updated members with regard to ~~events~~ requests for ~~event~~ on the Common. ~~It~~ it was decided after careful consideration that the MENCAP 10K run ~~w~~ould not happen on the Common as the route followed the horse track and could be potentially dangerous. We were waiting for the Park Run organisers ~~and the Nordic Walking Group~~ to come back ~~to us~~ following a site meetings, ~~as we were with the Nordic Walking group.~~

Grazing – The Parish Ranger advised that the cattle had knocked over some of the wooden ~~ed~~ fencing around the Railway Field, an area used to contain the cattle. This would require repair before the cattle returned next year. Quotations for repairs to the fencing would come back to a future meeting.

Hanging Baskets – Cllr Tony Edwards wished to thank the Rangers for all their help ~~with~~ the ‘Chorleywood in Bloom’ project.

Cllr Barbara Green thanked the Rangers and Officers for a very comprehensive report

The Committee

RESOLVED

To note the report

ALLOTMENTS

15/53 OCCUPATION

It was noted that the Allotment income was more than budgeted ~~and also acknowledged that this area would be quiet over the next few months.~~

The Committee

RESOLVED

To note the occupation

15/54 WAITING LISTS

The Committee

RESOLVED

To note the details on the waiting list.

LAWN CEMETERY

15/55 INTERMENTS

The Committee

RESOLVED

To note the number of interments that had taken place.

COMMON AND GROVEWOOD

15/56 FOUR YEAR VISION

The Committee considered all the areas within the Four Year Vision - it was felt that a budget should be added to the revenue for surveys as this was likely to be ongoing. The Committee agreed to include £500 in the revenue budget for the forthcoming year towards surveys on the Common.

Cllr Barbara Green suggested that the surfacing of the permissive parking areas should be included in the Four Year Vision as the committee had discussed this in previous meetings. The Clerk also advised that in the next four years the parking surface at Christchurch was likely to need replacing. She told the committee that the current surface had been laid 18 years ago at a cost of £60,000 ~~and so advised that a when discussing the budget some~~ should be set aside for this.

Members discussed the possibility of Christchurch and the School making a financial contribution toward the cost of replacing the carpark surface. The Clerk advised that as a formal parking area the Council could charge for parking if they wished.

It was felt that a meeting should be arranged between the Parish Council, the Church and the School in the New Year to discuss both ~~the~~ security and ~~the~~ parking with thea possibility of parking fees to help cover the costs of refurbishment.

It was agreed that the priorities for the Four Year Vision would be as follows.

1. Security Improvements to the Common
2. Parking Area improvements
3. Copmans Wick Allotment improvements
4. Surveys
5. Signage improvements
6. Investigation of a Leisure Trail (possible CIL Funding)
7. Allotment water harvesting and storing.

The Committee

RESOLVED

To approve the Four Year Vision

That officers look into surfacing for the Permissive parking areas by contacting other common land owners

To arrange a meeting with Christchurch and the school to discuss security of the Common -and parking arrangements.

15/57 REVISED BUDGET 15/16

The Committee

RESOLVED

To approve the Revised Budget for 2015/16

15/58 DRAFT FEES AND CHARGES 2016/17

Members discussed the report and noted that a comprehensive comparison had been carried out the previous year. It was also noted that the Officer had collated information with regard to addresses of deceased people to ascertain if a three tier system may be required. It was noted that this would probably confuse the issue and acknowledged it would make very little difference to the income.

It was also agreed that the licence for using the Common should be rounded to £12.25 per hour.

The Committee

RESOLVED

To approve the fees and charges as per the report with the exception of Common licensing which would be rounded to £12.25 and that a two tier system for internments remains, one price for parishioners and one for non-parishioners.

15/59 DRAFT REVENUE AND CAPITAL BUDGET FOR 2016/17

Members discussed the report and looked at the capital machinery budget. The Clerk advised that the only piece of equipment in need of repair currently was the rough terrain ~~in~~ vehicle. She advised that she had got a replacement cost of £11,000 but felt that it would be better in the short term to repair the current one.

The Parish Ranger suggested that it may be beneficial to purchase another RTV as the current one was constantly in demand in the cemetery which then meant it prohibited him from carry out work on the common, when it was wet, as the tractor was too heavy and caused damage to the common. The Clerk asked if there was space in the tractor sheds for storage. The Ranger advised that in his view to release capital and create space perhaps the second tractor could be sold as the new front end mower was doing the work more effectively at the allotments and was also being utilised on the Common and in the cemetery. The Chairman was concerned that the tractor was purchased quite recently on the advice of the Rangers only a few years old and that Councillors relied on theire Rangers to advise as to them on what was required. The Chairman was concerned that we were, committing large sums of public money into equipment which then wasn't being used.

The Clerk suggested that she should speak to all the Rangers to audit all the equipment and ascertain what was needed and what was required. She would report back to the next meeting with the information for further consideration.

The Committee

RESOLVED

To approve the Revenue and Capital budgets for 2016/17 with the exception of the following

- To set up a new budget line in the revenue budget for surveys £500
- To set up a new budget line in the Capital budget for carparks £20,000

This was proposed by the Chair and carried unanimously.

15/60 WINTER WORKS 2015-16

The Parish Ranger advised that whilst the list was fairly comprehensive, it was not likely that all the work could be carried out in one year. Options were open to carry out works from all three categories dependant on weather.

The Clerk advised that scheduled works would be publicised on the website and whenever possible signs would be put up on the common explaining the works and why they were being carried out.

The Ranger went on to explain that there was currently only one task allocated to the Volunteers however this covered a large area and would take some time. If however the Volunteers wanted to be involved in other areas, this could be accommodated.

The Committee

RESOLVED

To approve the winter works programme for 2015-16

15/61 REQUEST FOR TREE WORKS TO BE CARRIED OUT ON CHORLEYWOOD COMMON FROM CHORLEYWOOD GOLF CLUB.

Following consultation with the Parish Ranger who did not have any objections or concerns with the proposed works

The Committee

RESOLVED

To approve the proposed tree works from Chorleywood Golf Club.

15/62 SHEPHERDS BRIDGE

The Clerk asked Members to ignore her report as she had received a revised plan that afternoon. However this plan required the barrier to be placed 1.2m from the fence line, which would impede access and create a corridor effect, basically taking ~~a substantial area of land~~ ~~the area~~ out of ~~the~~ common. The revised plan also included a chevron sign which would be adjacent to the bridge which again could impede access ~~and make the bridge more dangerous for pedestrians~~. Finally there was an issue that LUL wishes to change the layout of the road, which would encroach onto ~~C~~ ~~the~~ common land, creating additional highway. The Clerk advised that to give away part of the common for highway was not within our gift and if HCC and LUL proved there was ~~not~~ alternative, a S16 application would be required for land exchange.

With this information
The Committee
RESOLVED

To reject ~~the~~ the current proposals from LUL and ask them to rethink the scheme.

15/63 PARKING OUTSIDE THE OLD SHEPHERD

Members looked at the photographic evidence and conceded that the Parish Council had to do something to protect residents who had paid an easement to park their cars outside their residences. The Clerk explained ~~that there were two issues; firstly it was acknowledged~~ that the problem was caused by commuter parking as there was insufficient parking in the station carpark. ~~Sand~~ she had asked people to lobby LUL for additional station parking, which no doubt the parish council would support. ~~H~~ however it was not the responsibility of the Parish Council to provide off street parking for commuters.

The Committee agreed and
RESOLVED

That the Officers organise a ~~new~~ parking meter scheme for the Old Shepherd permissive parking area, to operate at the same times as the rest of the area.

As residents and the Old Shepherd pub had paid easements, two parking permits would be issued to each property to allow them to continue to park without having to obtain a parking ticket.

GENERAL

15/64 HEALTH AND SAFETY

The Committee noted the report.

15/46 CLOSURE

The meeting having commenced at 7.30 pm closed at 9.30pm.

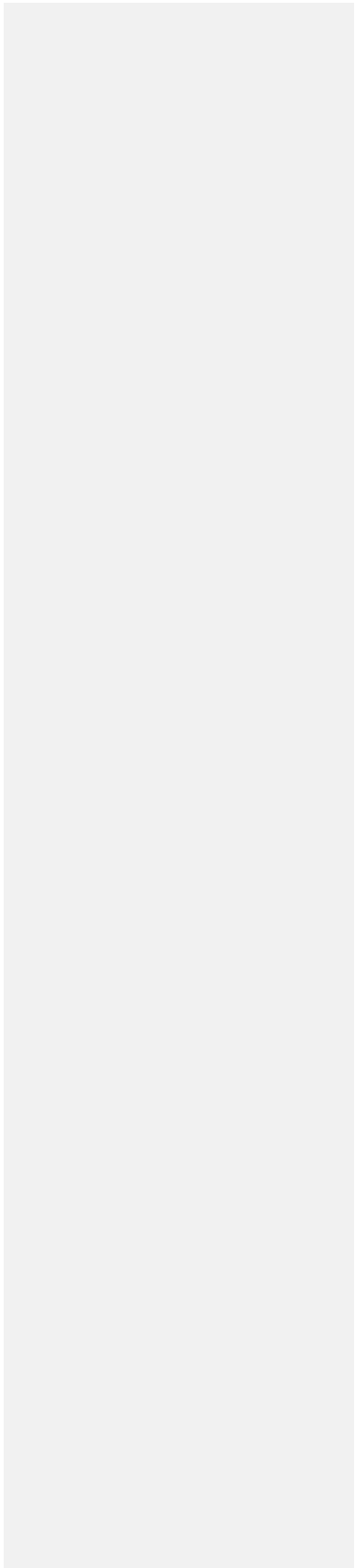
Signed Agreed Via Email _____

Date 16th November 2015

Formatted: Superscript

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

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



**REPORT OF THE PLANNING COMMITTEE MEETING
ON TUESDAY 17th NOVEMBER 2015
MEMBERSHIP AND ATTENDANCE**

Chairman: *Cllr Steve Watkins
Councillors: Cllr Barbara Dickens
*Cllr Tony Edwards (ex officio)
*Cllr Raj Khiroya
*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

15/103 APOLOGIES FOR ABSENCE

There were two apologies for absence received:- Cllr Barbara Dickens and Cllr David Raw

15/104 DECLARATIONS OF INTEREST

There were no declarations of interest received

15/105 APPROVAL OF THE MINUTES

The Committee
RESOLVED

That the minutes of the meeting of the 27th October 2015 be approved as a true and correct record.

15/106 MATTERS ARISING

Cllr Jackie Worrall advised that the Clerk had spoken to her regarding placing some information in the latest issue of Chorleywood Matters concerning the local assets of interest within Chorleywood to be included in the neighbourhood Plan.

Cllr Jackie Worrall felt that the issue should be put in the spring edition as headline news under the Neighbourhood / Community Plan banner.

15/107 LETTERS OF OBJECTION/EXPLANATION

There were no letters of objection received.

15/108 PLANNING APPLICATIONS

The Committee
RESOLVED

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

15/109 PLANNING APPEALS

There were three Planning appeal this month -
15/0879/FUFL - 10 Solesbridge Close, Rickmansworth
15/0883/FUL - 6 Valley Road, Chorleywood
15/0918/FUL - Land to rear of 106 The Drive, Chorleywood

15/110 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES

The Committee
RESOLVED
To note the tree applications.

15/111 PLANNING APPLICATIONS DECISIONS RECEIVED

The Committee
RESOLVED
To note the planning decisions received for the period ending 9th November, 2015

15/112 URGENT ITEMS

The Committee were advised that at present no planning application had been received by Three Rivers District Council from The Hive, Chorleywood with regard to usage of the Sheraton House premises.

15/113 COMMUNITY PLAN

Cllr Jane White advised that the Community Plan Consultation draft has been forwarded to all Councillors and Committee members in preparation of the extra ordinary meeting on Tuesday 8th December, 2015.

Neighbourhood Plan - basic work continues on the neighbourhood plan.

15/114 LICENCE APPLICATION

None to report

15/115 TRANSPORT

None to report.

15/116 FOUR YEAR VISION

Within the Community Plan - the results regarding cycling in and around Chorleywood Parish requested the feasibility of a cycle path connecting Chorleywood and Rickmansworth, this item will be included within the forthcoming Neighbourhood Plan.

15/117 CLOSURE

The meeting having started at 7.33 pm and finished at 8.15 pm

These minutes have been read and agreed by the Chairman.

Signed ...Agreed via e-mailDate23/11/15.....

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

Signed Date

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 24th NOVEMBER 2015**

MEMBERSHIP AND ATTENDANCE

Chairman: * Cllr Rodney Kipps

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

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

RECOMMENDATIONS

1. FOUR YEAR VISION :

Maintenance of Halls regular inspections: Members discussed how the halls should be inspected on a regular basis to look at all the maintenance issues and to try to create a maintenance schedule for works to be carried out.

Cllr Watkins suggested that this proposal should be put forward to Full Council as a recommendation which should include all the Council buildings.

The Committee

RESOLVED TO RECOMMEND

That a working group be set up to carry out regular inspections of all the Council buildings to set up a schedule of works for each building.

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

15/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Raj Khiroya absent.

15/27 DECLARATION OF INTEREST

There were no declarations of interest

15/28 APPROVAL OF THE MINUTES

The Committee

RESOLVED

The minutes of the meeting dated 13th October 2015 were approved as a true and correct record,

15/29 MATTERS ARISING

15/21 Secretary's Report

Florescent lights - The Clerk advised that having seen a picture of the proposed florescent lights they looked very industrial and out of keeping with the hall, therefore she has asked the contractor who carried out the work on The Common Room to quote for lights to match those placed in the extensions.

Providing that the quotations were the same or under that of the original quotation, the committee agreed that the works could go ahead.

Indoor Car Boot Sales – Cllr Watkins advised that whilst the number of stalls was increasing, visitor numbers were not. Councillors were also concerned that a lot of time was being spent on the event and therefore it was agreed that the Car Boot Sales would continue until March 2016, but that the Committee should discuss whether to continue the venture after this date.

Cllr Kipps suggested that the Secretary speak to the organisers or Sarratt Village Hall to see how successful their monthly Market was and how it was organised.

15/30 SECRETARY'S REPORT

War Memorial Hall – It was mentioned that the Golf Club may have been discussing the possibility of providing a Defibrillator at the club house. It would seem a waste to have two situated at the same location and the Clerk confirmed that the electrical supply had already been installed on the outside of the building. It was therefore agreed that the Clerk contact the Golf Club to ascertain the situation.

The Common Room

Cllr White suggested that a feedback form should be sent out to new hirers of the Common Room to ascertain what they thought of the new facilities. Discussion expanded to include feedback forms for all the halls.

It was agreed that the following items could be purchase for use at the War Memorial Hall and The Common Room

- Chair Trolley @ £69.00
- Chemical Store @ £273.00
- Storage units x 2 @ £78.99
- Table Trolley x 2 @£255.00
- Small Tables x 8 @ £39.27
- Whiteboard @ £132.16

Totalling £1456.30 This money will be taken from this year's revenue budget.

The Committee asked for quotations for the wireless projector and laptop to be presented at the next meeting.

Other items to be purchased were a clock and door mat.

The Committee
RESOLVED
To purchase the above mentioned items .

15/31 TREASURER'S REPORT

The Committee
RESOLVED
To note the report

15/32 **FOUR YEAR VISION**

Publicity and Marketing: The Clerk confirmed that a Facebook page had been set up for the halls. She asked everyone to look at the website page as in her view it was in need of updating.

Halls Maintenance : See Recommendation 1

Access to the War Memorial Hall – The Clerk advised that the street light outside the hall was very old and quite ineffectual, She wondered if this could be replaced with a double headed light which would then shine onto the parking area. It was agreed that County Councillor Chris Hayward would be approached to see if this could be achieved within his locality budget.

Disability Access to Hollybush – due to the cost it was agreed to take this project off the four year vision, but to bare the project in mind should any grant funding opportunities come to light in the future.

15/33 **WAR MEMORIAL HALL REFURBISHMENT**

The Clerk updated the Committee on the hall refurbishment and advised that whilst the work had not been completed on time, it had been carried out within budget. Cllr White wished to thank the officers for all their work during the refurbishment.

Cllr Edwards asked for the instructions to the dishwasher to be laminated and placed in the kitchen for all users. The Secretary confirmed that it has been there but must have been taken down during the refurbishment.

Having considered the quotations for the painting of the hall
The Committee
RESOLVED
To award the contract to Company B

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

Members discussed the need to carry out work to the stage floor and
The Committee
RESOLVED

To ask the contractor to carry out the floor refurbishment to the main hall, annex and stage as per their quotation.

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

The kitchen was discussed and it was agreed that at this time there was not much that could be done to make improvements. The Secretary confirmed that during the Christmas period that Kitchen would be steam cleaned.

It was agreed to add the refurbishment of the War Memorial Hall kitchen to the Four Year Vision.

15/34 **REVISED BUDGET**

The Committee
RESOLVED
To agree the revised budget

This was proposed by the Chairman and unanimously approved.

15/35 PROPOSED FEES & CHARGES

Members discussed the details within the report. Debate was carried out with regard to charging for the kitchen. However it was agreed that the fees should remain as they are at present. Therefore

The Committee

RESOLVED

To agree the Fees and Charges as detailed within the report.

This was proposed by the Chairman and unanimously approved.

15/36 DRAFT CAPITAL AND REVENUE BUDGET FOR 2016-17

Members considered the details within the report. The Clerk explained that whilst the expenditure was greater than income for next year, no account had been made for the income generated from hiring the Common Room. It was also noted that there may be additional expenditure for additional cleaning and supplies for the two new spaces.

The Clerk advised that in total over £85000 would have been spent on the War Memorial Hall, which left a balance of £3818. Members should therefore consider putting in a bid for capital reserves to start to build up the fund for maintenance of the hall. She also confirmed that currently there was £7750 in the capital fund for the refurbishment of the Bullsland Hall.

The Committee

RESOLVED

To agree the revenue budget for 2016/17

To put in a bid for an additional £15000 from the capital budget towards future refurbishment of the War Memorial Hall.

15/37 CLOSE

The meeting having commenced at 7.30 pm, closed at 9.29 pm

Signed **Have not been checked**..... **Date**

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

Signed **Date**

Parish Cheque list

Start of year 01/04/15
Paid

Cheque number	Tn. no	date	Gross	Vat	Net Cttee	Supplier	Details
409154	4217	07/09/15	£64.00	£0.00	£64.00 P & R	TRDC	Caddy Bags
409155	4218	07/09/15	£62.93	£10.49	£52.44 P & R	Hertfordshire County Council	Copier paper ,notebooks, waste bin
409156	4219	07/09/15	£114.00	£19.00	£95.00 P & R	Banham Aegis Alarms	Alarm Maint
409158	4221	07/09/15	£135.00	£0.00	£135.00 P & R	H A P T C	Planning Training
409159	4222	07/09/15	£672.00	£112.00	£560.00 OS	Wellers Law Group	Easements - Ruardean & Hillview Cottages
409160	4223	07/09/15	£80.00	£0.00	£80.00 P & R	TRDC	Training for Cllr Dickens & Cllr Raw
409161	4224	14/09/15	£100.00	£0.00	£100.00 OS	Horticultural Society	Judging of allotment comp 2015
409162	4225	14/09/15	£134.28	£0.00	£134.28 P & R	Close Invoice Finance LTD	Network Card & Installation
409165	4229	16/09/15				Goddard.A	Salary
409166	4230	16/09/15				Hamilton L	Salary
409167	4231	16/09/15				James.C	Salary
409168	4232	16/09/15				Merritt Y D	Salary
409169	4233	16/09/15				Palmer P	Salary
409170	4234	16/09/15				Watts C	Salary
409171	4235	16/09/15				Putman.M	Salary
409172	4236	16/09/15				Watts L	Salary
409173	4227	16/09/15	£4,395.35	£0.00	£4,395.35	Inland Revenue	Tax & NI
409175	4237	22/09/15	£310.80	£51.80	£259.00 OS	Falon Nameplates Ltd	Coleman - Memorial Plaque
409176	4238	22/09/15	£5,460.00	£910.00	£4,550.00 OS	D J Hall	Cut & Lift of Common Sept 2015
409177	4239	22/09/15	£49.80	£8.30	£41.50 P & R	PHS Group	Annual Duty of care 01/10/15-30/09/16
409178	4240	22/09/15	£100.00	£0.00	£100.00 P & R	Mr John Ross	CW Library VC
409179	4241	22/09/15	£234.62	£39.10	£195.52 OS	ARCO Watford	Waterproof Boots for rangers
409180	4242	22/09/15	£105.59	£17.60	£87.99 P & R	Hampshire Flag Company	Bunting
409181	4243	22/09/15	£693.18	£115.53	£577.65 OS	Falon Nameplates Ltd	Price- mem Plaque
409182	4244	22/09/15	£310.80	£51.80	£259.00 OS	Falon Nameplates Ltd	Angel- Memorial Plaque
409183	4245	22/09/15	£442.80	£73.80	£369.00 P & R	Auditing Solutions	2015/16- First Interim Visit
409184	4256	06/10/15	£846.00	£141.00	£705.00 P & R	Blitz Advertising Ltd	Chorleywood matters Summer
409185	4220	06/10/15	£28.48	£4.75	£23.73 P & R	ARCO Watford	Barrier Tape
409186	4257	06/10/15	£384.00	£64.00	£320.00 OS	J Byne	Skip for Cem
409187	4258	06/10/15	£267.90	£22.63	£245.27 OS	James.C	Expenses for allotment Comp
409188	4259	06/10/15	£5.00	£0.00	£5.00 P & R	Open Spaces Society	top up to annual subscription
409189	4260	06/10/15	£290.40	£48.40	£242.00 OS	TBS Hygiene Ltd	dog bins
409190	4261	06/10/15	£232.32	£38.72	£193.60 OS	TBS Hygiene Ltd	dog bins
409191	4262	06/10/15	£103.20	£17.20	£86.00 OS	Rainer Security Products	Allotment Padlocks
409192	4263	06/10/15	£68.00	£0.00	£68.00 P & R	Fleming P	website
409193	4264	06/10/15	£35.00	£0.00	£35.00 P & R	Mills Window Cleaning Services	window cleaning - office
409194	4265	06/10/15	£506.48	£0.00	£506.48 OS	TRDC	Trade Refuse- Lawn Cemetery
409195	4266	06/10/15	£940.26	£156.71	£783.55 P & R	Davies Brothers Nursery LTD	Plants for winter planting 2015
409197	4273	12/10/15				Goddard.A	Salary October
409198	4274	12/10/15				Palmer P	Salary
409199	4275	12/10/15				Watts C	Salary
409200	4276	12/10/15				Hamilton L	Salary
409201	4277	12/10/15				James.C	Salary - Oct

Total Salary £12468.91

Parish Cheque list

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
409202	4278	12/10/15				Merritt Y D	Salary- Oct
409204	4279	12/10/15				Putman.M	Salary
409205	4280	13/10/15				Watts L	Salary
409207	4282	13/10/15	£4,739.48	£0.00	£4,739.48	Hertfordshire County Council	Superannuation
409208	4283	20/10/15	£200.00	£0.00	£200.00	P & R Ascot Lloyd Financial	Quiz Night Refund
409217	4284	20/10/15	£1,700.99	£283.50	£1,417.49	P & R Amberol LTD	Planters for CWIB
409218	4285	20/10/15	£69.43	£11.57	£57.86	OS Travis Perkins Trading Co Ltd	Postcrete & Paving Slabs
409219	4286	22/10/15	£641.34	£106.89	£534.45	OS Falon Nameplates Ltd	Heckford - Mem Plaque f-744
409220	4287	22/10/15	£928.06	£44.19	£883.87	OS Butler Fuels	Fuel for Vech
409221	4288	22/10/15	£310.80	£51.80	£259.00	OS Falon Nameplates Ltd	Mem plaque- Maizey
409222	4289	22/10/15	£172.00	£18.14	£153.86	Cash	Petty Cash
409223	4290	27/10/15	£47.60	£0.00	£47.60	P & R Mr John Ruth	Chorleywood In Bloom Work
409224	4292	09/11/15	£76.00	£0.00	£76.00	P & R Fleming P	Website Updates
409225	4293	09/11/15	£178.24	£29.71	£148.53	OS Geo Brown Implements Ltd	Tractor Maintenance
409226	4294	09/11/15	£232.32	£38.72	£193.60	OS TBS Hygiene Ltd	Collection of Dog waste Sept
409227	4295	09/11/15	£641.34	£106.89	£534.45	OS Falon Nameplates Ltd	Pearce Mem Plaque
409228	4296	09/11/15	£310.80	£51.80	£259.00	OS Falon Nameplates Ltd	Mem Plaque- Sadler
409229	4297	09/11/15	£7,125.00	£0.00	£7,125.00	P & R Hertfordshire Police Authority	PCSO Funding july-Sept
409230	4298	09/11/15	£393.60	£65.60	£328.00	OS Shaw & Sons Ltd	Exclusive Rights Register
409231	4299	09/11/15	£720.00	£120.00	£600.00	OS Wellers Law Group	Easement Ruardean & Hillview Cottages
409232	4300	09/11/15	£56.24	£0.00	£56.24	P & R Thames Water Utilities LTD	Waste Water Bill March-Sep
409233	4228	09/11/15	£4,831.22	£0.00	£4,831.22	Hertfordshire County Council	Superannuation
409234	4301	09/11/15	£64.00	£0.00	£64.00	P & R TRDC	Caddy Bags
409235	4302	09/11/15	£0.00	£0.00	£0.00	P & R Mr John Ruth	Fitting of Hanging Baskets- duplicate cheque issued
409236	4303	09/11/15	£0.00	£0.00	£0.00	OS Christ Church Chorleywood	Maintenance of the Churchyard
409237	4317	17/11/15	£834.16	£139.03	£695.13	P & R Close Invoice Finance LTD	Quarterly Support Dec15-Feb 15
409238	4318	17/11/15	£4,542.00	£757.00	£3,785.00	CNCL Malcolm Lane & Son LTD	Triple Sided Noticeboard
409239	4319	17/11/15	£293.76	£48.96	£244.80	OS Harrison's Packaging	Refuse Sacks
409240	4320	17/11/15	£70.07	£11.68	£58.39	OS Minatol Limited	White roll for mess room
409241	4321	17/11/15	£119.23	£19.87	£99.36	OS Watford Timber Company Ltd	Treated Timber for Cem Bench
409242	4322	17/11/15				Goddard.A	Salary
409243	4323	17/11/15				Palmer P	Salary
409244	4324	17/11/15				Watts C	Salary
409245	4325	17/11/15	Total Salary £12726.89		Hamilton L	Salary	
409246	4326	17/11/15				James.C	Salary
409247	4327	17/11/15				Merritt Y D	Salary
409248	4328	17/11/15				Putman.M	Salary
409249	4329	17/11/15				P & R Watts L	Salary
409250	4330	17/11/15	£4,507.55	£0.00	£4,507.55	Inland Revenue	Tax & NI
409251	4331	17/11/15	£4,898.14	£0.00	£4,898.14	Hertfordshire County Council	Superannuation
409260	4281	13/10/15	£4,237.23	£0.00	£4,237.23	Inland Revenue	Tax & NI
Total			£95,754.79	£3,817.18	£91,937.61		

Parish Direct Debit List

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
dd-09/15/15	4268	15/09/15	£80.00	£0.00	£80.00 OS	TRDC	Rates for Cem - Sept
dd-09/15/15	4269	15/09/15	£442.00	£0.00	£442.00 P & R	TRDC	Rates for Office - Sept
dd-09/16/15	4270	16/09/15	£23.98	£4.00	£19.98 P & R	Bt Payment Services	line rental office -1/09/15-30/09/15
dd-09/30/15	4271	30/09/15	£74.40	£12.40	£62.00 P & R	Bt Payment Services	Office - Phone Bill Sept
dd-09/30/15	4272	30/09/15	£30.60	£5.10	£25.50 P & R	Bt Payment Services	Office Broadband- Sept
dd-10/01/15	4291	01/10/15	£237.41	£39.57	£197.84 P & R	Shire Leasing PLC	Phone Equipment Lease- October
dd-10/01/15	4304	01/10/15	£115.36	£0.00	£115.36 OS	Affinity Water	Allotment - The Swillett Water 24/03/15-30/09/15
dd-10/01/15	4305	01/10/15	£219.18	£0.00	£219.18 OS	Affinity Water	Copmans Wick Allotment Water Charge-23/03/15-30/09/15
dd-10/05/15	4306	05/10/15	£24.38	£4.06	£20.32 P & R	British Gas Services (Commercial) Ltd	Gas Service payment for October
dd-10/07/15	4307	05/10/15	£53.69	£2.56	£51.13 P & R	E.on	South Lodge gas - 19/06/15-21/09/15
dd-10/08/15	4308	08/10/15	£418.84	£69.48	£349.36	Co-Op. Bank	Credit Card
dd-10/15/15	4309	15/10/15	£80.00	£0.00	£80.00 OS	TRDC	Cem rates - Oct
dd10/19/15	4313	19/10/15	£358.50	£59.75	£298.75 P & R	Bt Payment Services	South Lodge - 2x Lines
dd-10/19/15	4311	19/10/15	£74.13	£3.53	£70.60 P & R	E.on	Elec- South Lodge 30/08/15-21/09/15
dd-10/19/15	4312	19/10/15	£23.98	£4.00	£19.98 P & R	Bt Payment Services	Broadband line rental - 01923 285885- South Lodge
dd-10/22/15	4314	22/10/15	£21.18	£0.00	£21.18 OS	Affinity Water	Cemetery water -1/04/15-30/09/15
dd-10/22/15	4315	22/10/15	£50.03	£0.00	£50.03 P & R	Affinity Water	Water- South Lodge- 4/03/15-30/09/15
dd-10/29/15	4316	29/10/15	£30.60	£5.10	£25.50 P & R	Bt Payment Services	Fax Line October

Chorleywood Village Halls Cheque list

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
W403469	943	07/09/15	£202.97	£33.83	£169.14	WMH Chubb Fire Limited	Service & New items provided
W403470	944	14/09/15	£132.34	£0.00	£132.34	WMH Philec	Light fittings & testing -Bullsland Hall
W403471	945	15/09/15	£120.00	£20.00	£100.00	WMH Premier Catering Equipment	Service Call - Oven at Bullsland
W403472	946	16/09/15	£376.84	£0.00	£376.84	WMH Inland Revenue	Tax & Ni
W403474	947	16/09/15	£757.97	£0.00	£757.97	WMH Hertfordshire County Council	Superannuation
W403475	948	16/09/15				WMH Watts Mrs L	Salary
W403476	949	16/09/15	Total Salary £1570.36			WMH Putman.m	Salary
W403477	950	16/09/15				Sears Derek	Salary
W403478	951	16/09/15				Arnold M	salary
W403479	952	22/09/15	£49.80	£8.30	£41.50	WMH Phs Group Ltd	Annual duty of Care - 01/10/15-30/09/16
W403480	953	22/09/15	£49.80	£8.30	£41.50	WMH Phs Group Ltd	Annual Duty of Care - 01/10/15-30/09/16- Bullsland
W403481	954	22/09/15	£226.80	£37.80	£189.00	WMH Auditing Solutions	Audit of WMH 14-15
W403482	961	06/10/15	£183.23	£0.00	£183.23	WMH TRDC	Trade Refuse collection- Bullsland Hall
W403493	995	17/11/15	£591.60	£98.60	£493.00	WMH Right Maintenance Ltd	Roof Tiles & Toilet Cistern
W403494	996	17/11/15	£180.00	£0.00	£180.00	WMH TRDC	Annual Prem Licence WMH
W403495	997	17/11/15	£70.00	£0.00	£70.00	WMH TRDC	Annual Prem Licence - Bullsland
W403496	999	17/11/15				Putman.m	Salary
W403497	1000	17/11/15	Total Salary £2299.09			Arnold M	Salary
W403498	1001	17/11/15				Sears Derek	Salary
W403499	1002	17/11/15				WMH Watts Mrs L	Salary
W403500	1003	17/11/15	£437.59	£0.00	£437.59	WMH Inland Revenue	Tax & Ni
W403501	998	17/11/15	£799.25	£0.00	£799.25	WMH Hertfordshire County Council	Superannuation
W403753	979	27/10/15				Mr J Ruth	Salary
W403754	987	10/11/15	£111.42	£18.57	£92.85	WMH Hertfordshire County Council	Cleaning Materials
W403755	988	10/11/15	£44.31	£0.00	£44.31	WMH Three Valleys Water	Waste Water - Hollybush
W403756	989	10/11/15	£85.00	£0.00	£85.00	WMH Philec	Maintenance to hall lights
W403757	990	10/11/15	£54.60	£0.00	£54.60	WMH Putman.m	Keys for Common Room
W403758	992	10/11/15	£45.00	£0.00	£45.00	WMH Merritt Y D	Croxley Sign - Car Boot Banners
W403759	991	10/11/15	£136.00	£0.00	£136.00	WMH M J Field	Supply of 2 Loud Speakers
Total			£8,523.97	£225.40	£8,298.57		

Village Halls Direct Debit List

Start of year 01/04/15

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
dd07/10/15	931	10/07/15	£335.42	£15.97	£319.45	WMH British Gas Business	Elec- WMH
dd-09/08/15	966	08/09/15	£195.95	£32.33	£163.62	Co-Op. Bank	Credit Card August
dd-09/14/15	967	14/09/15	£20.43	£0.97	£19.46	WMH E.on	Elec- Bullsland - 02/08/15-30/08/15
dd-09/14/15	968	14/09/15	£67.06	£3.19	£63.87	WMH E.on	Gas- War memorial Hall- 02/08/15-30/08/15
dd-09/15/15	969	15/09/15	£13.49	£0.64	£12.85	WMH E.on	Hollybush Elec- 02/08/15-30/08/15
dd-09/28/15	970	28/09/15	£23.98	£4.00	£19.98	WMH Bt Payment Services	WIFI- WMH- Rental
dd-10/01/15	980	01/10/15	£112.37	£0.00	£112.37	WMH Affinity Water	Water - 10/03/15-30/09/15
dd-10/07/15	982	07/10/15	£2.74	£0.13	£2.61	WMH E.on	Hollybush Elec
dd-10/08/15	983	08/10/15	£2.00	£0.00	£2.00	WMH Co-Op. Bank	Credit card charge
dd10/09/15	984	09/10/15	£417.73	£19.89	£397.84	WMH British Gas Business	War Memorial hall - Elec Bill - 19/06/15-20/09/15
dd-10/15/15	981	05/10/15	£81.17	£3.87	£77.30	WMH E.on	Gas Bill Bullsland -23/06/15-18/09/15
dd-10/19/15	985	19/10/15	£5.29	£0.25	£5.04	WMH E.on	Hollybush Elec
dd-10/19/15	986	19/10/15	£30.69	£1.46	£29.23	WMH E.on	Bullsland Elec
DD-10/22/15	993	22/10/15	£35.60	£0.00	£35.60	WMH Affinity Water	4/03/15-30/09/15- Clean Water
DD-10/22/15	994	22/10/15	£23.98	£4.00	£19.98	WMH Bt Payment Services	1oct-31oct- Bullsland Wifi Line Rental
dd-15/15/01	846		£610.44	£29.07	£581.37	WMH British Gas Business	Elec-20/09/14-20/12/14

Chorleywood Parish Council

Internal Audit Report 2015-16 (First interim)

Prepared by Adrian Shepherd-Roberts

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 require all Town and Parish Councils to apply an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process at the outset of the updated Regulations, appointing Auditing Solutions Ltd to provide its internal audit service.

This report sets out those areas examined during the course of our first interim visit for the financial year 2015-16 which took place on 16th September 2015. We have also reviewed and verified detail of the War Memorial Hall Statement of Accounts for 2014-15, duly signing off the Independent Examiner's Certificate for submission to the Charity Commission.

Internal Audit Approach

As previously, we have employed a combination of selective sampling techniques (where appropriate) and detailed checks on a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls continue to be appropriate and fit for the purposes intended.

As the Council's Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas: this will be undertaken at our final visit for the year.

In commencing our review for 2015-16, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts and Annual Return. We have reviewed a selection of the Council's financial control systems and procedures, undertaking appropriate testing as deemed necessary, to afford suitable assurance as to the soundness of those systems for their intended purpose and to ensure reasonable accuracy in the disclosure of information in the Council's detailed year-end Statement of Accounts, as summarised in the Annual Return that forms the statutory accounts.

Overall Conclusion

We are pleased to record that, in the areas examined to date, the Council continues to operate effective controls systems that should help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year.

We are pleased to acknowledge that Council members and officers operate a sound, pro-active approach to risk management and corporate governance issues, together with the development and management of effective internal controls and procedural documentation.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council continues to use Edge software to maintain its day-to-day accounting records, which also form the basis of the year-end Statement of Accounts and Annual Return. Our objective in this area is to ensure that the accounting records are being maintained accurately and in a timely manner and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Ensured that an appropriate income and expenditure coding structure remains in place;
- Agreed the year's opening balances to those reported in the closing Trial Balance and Annual Return for 2014-15;
- Reviewed the current account bank reconciliations as at 30th April and 31st July 2015, ensuring that no long-standing "out-of-date" cheques or other anomalous entries exist;
- Reviewed transactions on the Council's other accounts where surplus funds are deposited in order to achieve a better rate of interest return;
- Tested a further sample of transactions for the year to date between the cashbook and Co-op bank statements and inter account transfers;
- Checked and agreed each "sweep" transfer between the current and business premium accounts for the year to 31st July 2015;

Conclusions

We are pleased to report that no significant issues have been identified in this area at present: we shall undertake further testing in this area at future visits including ensuring the accurate disclosure of year-end balances in the Annual Return.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders; that financial transactions are made in accordance with the extant Financial Regulations and that we have a reasonable expectancy of identifying any actions of a potentially unlawful nature that have been or may be considered for implementation.

We have also commenced our review of the full Council and Standing Committee minutes for the financial year to date to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist. We note that:

- Standing Orders (SOs) were reviewed in the light of the new NALC model in April 2015 together with a further review of Financial Regulations (FRs): however, in the light of new Procurement Guidelines (April 2015) a revised reference to the EU guidelines will need to be considered by Full Council; and
- We note that following the review of the Standing Orders a formal revised copy is not yet available and for good order should be completed as soon as possible.

Conclusions

We are pleased to report that no issues have been identified in this area warranting further comment, although we have discussed the need for a minor revision to SOs and FRs in the light of the revised procurement guidelines and will check on progress in their revision at our next review visit.

Review of Expenditure

Our aim here is to ensure that, in addition to confirming that sound financial control procedures are in place: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

To ensure compliance with the above criteria, we have selected a sample of payments processed in the financial year to July 2015 including all those individually in excess of £2,000 together with every 30th other non-pay related payment. Our test sample totals £12,736 and equates to 17% of total non-pay related expenditure to date.

Conclusions

We are pleased to report that the controls in place relating to the payment of invoices continue to operate effectively. We shall examine future payments covering the remainder of the year applying similar criteria at future visits.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health / safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that an overall strategy, linking risk assessments to policy or strategic objectives has been put in place, together with an updated Risk Assessment, which was approved by Council in February 2015;
- We also note that there is a Strategic Management Assessment currently under review;
- We have examined the Council's insurance policy with Aviva for the financial year and confirmed that appropriate cover is in place in each relevant area which includes Public Liability and Employers Liability at £10million respectively and Fidelity Cover at £150,000. We note that Fidelity cover will be reviewed in February 2016 once the precept determination and budget setting has been completed.

Conclusions

No issues have been identified in this area currently: we shall continue to assess the appropriateness of the Council's approach to risk management at future visits and take this opportunity to remind the Clerk and members of the requirement for financial and other risk assessments to be subjected to annual review and formal update 2014 Governance and Accountability manual now stresses that this is a MUST): failure to act accordingly will most probably result in an adverse external audit comment on the Annual Return.

Budgetary Control & Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority and that effective arrangements are in place to monitor budgetary performance throughout the financial year. We will also confirm that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council will commence this process in the autumn and will consider the action taken and outcome, also ensuring the formal approval and adoption of the 2016-17 precept at our next visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process currently.

Review of Income

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that all income due to the Council is identified and invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies.

We have examined the controls in place over the identification and recovery of income due to the Council from the 3 allotment sites, examining receipts from the plot holders, the recording of rents due and subsequent banking of income received also ensuring that the appropriate fees have been charged and recovered within a reasonable time frame.

Conclusions

We are pleased to report that no issues have been identified in this area of our review process. We shall examine further income streams at future visits and report our conclusions accordingly.

Petty Cash Account

We are required, as part of the annual Internal Audit reporting process on the Annual Return, to indicate the soundness of controls in this area of the Council's financial activities and note that an imprest style petty cash scheme operates at the Council office with a maximum holding of £200. We have reviewed the Petty Cash file for both the Parish Council and the maximum of £50 held in respect War Memorial Hall at this visit to ensure that the systems continue to operate effectively, also verifying the physical cash held against the control records maintained.

Conclusions

No matters arise warranting formal comment or recommendation.

Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, as regards employee contribution bandings. To meet this objective, we have:

- Reviewed the Council's payroll preparation procedures;
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked and agreed the amounts paid to individuals by reference to the approved pay rates, examining payments made in August 2015;
- Ensured that PAYE, NIC and superannuation deductions have been made accurately by reference to the HMRC software and revised pension contribution bands;
- Ensured that the appropriate month's deductions and contributions have been paid over to HMRC and the County Pension Fund in a timely manner;
- Checked that any overtime paid is properly supported by duly authorised timesheets.

Conclusions

We are pleased to report that no significant issues have been identified in this area:

Investments and Loans

The Council "invests" surplus funds in a Co-op Instant Access account, National Westminster account and a Scottish Widows "60 day investment account". We have reviewed and verified detail of these deposits and their subsequent repayment to the Council for the year to date, together with accumulated gross interest for the year to date with no issues arising. The Council has no loans either repayable to or by it.

Conclusions

No issues have been identified in this area to date: we shall extend our examination of the deposits/investments again at future visits, also ensuring the accurate and appropriate disclosure of any such funds in the year-end Accounts and Annual Return.