

## CHORLEYWOOD PARISH COUNCIL

### MINUTES of the ANNUAL MEETING of the Parish Council held in the Common Room at the War Memorial Hall, Common Road, Chorleywood, on Tuesday 9<sup>th</sup> May 2017

#### MEMBERSHIP & ATTENDANCE

Chair: \* Jane White

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

\* Denotes Member present

<b>Officers Present</b>	<b>Mrs Y Merritt – Clerk</b>
	<b>Mrs C James – Deputy Clerk</b>
	<b>Mrs M Putman – Admin Officer</b>
	<b>Miss L Hamilton – Assistant Admin Officer</b>

There were two members of the public present and two Police Community support Officers (PCSOs).

#### **17/01** ELECTION OF CHAIR OF THE COUNCIL

Nominations were received for Cllr Jane White, seconded by Cllr Tony Edwards.  
With no other nominations

The Council  
RESOLVED

That **Cllr Jane White** be elected as Chair of the Council for the Municipal Year 2017/2018.

This was carried unanimously.

(Upon her election the Chair signed her declaration of acceptance of office).

#### **17/02** ELECTION OF VICE-CHAIR OF THE COUNCIL

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

The Council  
RESOLVED

That **Cllr Steve Watkins** is elected as Vice-Chair of the Council for the Municipal Year 2017/2018.

This was carried unanimously.

The Chair thanked everyone for selecting her for a second term.

**17/03 APOLOGIES FOR ABSENCE**

There were no apologies for absence. Cllr David Raw was absent from the meeting.

**17/04 DECLARATION OF INTEREST AND DISPENSATION**

None received

**17/05 MINUTES**

**Full Council 28<sup>th</sup> March 2017:** Cllr Jane White presented the minutes of the last Full Council Meeting. Cllr Sarah Wright advised that she was incorrectly recorded as attending the meeting when in fact she had been unable to and had offered her apologies in advance, which the Clerk confirmed had been the case.

**Planning 4<sup>th</sup> April 2017:** Cllr Raj Khuroya presented the minutes.

**Extra Ordinary Meeting P&R 25<sup>th</sup> April 2017:** Cllr Jane White presented the minutes advising that the Confidential Business would be taken at the end of the meeting.

**Planning 2<sup>nd</sup> May 2017:** Cllr Raj Khuroya presented the minutes.

**17/06 MEMBERSHIP OF COMMITTEES 2017/2018**

The Chair welcomed Cllrs Carol Kristian, Stuart Marshall and Sarah Wright to their first full year as Councillors.

The Council

**RESOLVED**

That the composition of the Committees of the Council in the Municipal Year 2017/2018 (with the addition of the Chairman and Vice-Chairman of the Council being ex officio members of each) be as follows:-

**Open Spaces:**

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

Councillors

Jo Clark  
Tony Edwards  
Raj Khuroya  
Jill Leeming  
Alison Preedy  
Martin Trevett  
Steve Watkins (ex officio)  
Sarah Wright  
Jane White (ex officio)

**Planning:**

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

Councillors:

Raj Khuroya  
Rodney Kipps  
Geoffrey Liley

David Raw  
Steve Watkins (ex officio)  
Jane White (ex officio)  
Jackie Worrall  
2 vacancies

**Chorleywood Village Halls Management Trust:**

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

Councillors:

Rodney Kipps  
Carol Kristian  
Stuart Marshall  
Ken Morris  
Alison Preedy  
Martin Trevett  
Steve Watkins (ex officio)  
Jane White (ex officio)  
Jenny Wood

**Cricket Club Advisory Committee**

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

Councillors:

Tony Edwards  
Raj Khuroya  
Rodney Kipps  
Jill Leeming  
Jane White  
Jenny Wood

**Chorleywood In Bloom Working Party**

Those Members to sit on the Chorleywood In Bloom Working Party were as follows:

Councillors:

Tony Edwards  
Steve Watkins  
Jenny Wood

**Website Working Party**

Those members to sit on the Website Working Party were as follows:

Councillors:

Stuart Marshall  
Jane White  
Jenny Wood

Standing orders were then temporarily suspended at 8.11pm to elect the Chair and Vice Chairs of the Committees.

## **17/07 ELECTION OF CHAIRS AND VICE CHAIRS OF COMMITTEES**

### **(i) Open Spaces**

Cllr Tony Edwards was proposed as Chair, seconded by Cllr Jo Clark, Cllr Allison Preedy was proposed as Vice Chair by Cllr Jill Leeming, seconded by Cllr Steve Watkins. There were no other nominations therefore the Committee unanimously agreed to the appointment of

- Cllr Tony Edwards as Chair of Open Spaces and
- Cllr Alison Preedy as Vice Chair of Open Spaces

### **(ii) Planning Committee**

Cllr Raj Khiroya was proposed as Chair, seconded by Cllr Rodney Kipps, Cllr Jackie Worrall as Vice Chair by Cllr Raj Khiroya, seconded by Cllr Jane White. There were no other nominations therefore the Committee unanimously agreed the appointment of

- Cllr Raj Khiroya as Chair of Planning
- Cllr Jackie Worrall as Vice Chair of Planning

### **(iii) Chorleywood Village Halls Management Committee**

Cllr Rodney Kipps was proposed as Chair, seconded by Cllr Stuart Marshall, Cllr Carol Kristian as Vice Chair, seconded by Cllr Martin Trevett. There were no other nominations therefore the Committee unanimously agreed the appointment of

- Cllr Rodney Kipps as Chair of the Chorleywood Village Halls Management Committee
- Cllr Carol Kristian as Vice Chair of the Chorleywood Village Halls Management Committee

It was noted that the Cricket Club Advisory Committee, the Chorleywood in Bloom and Website Working Parties would require a lead Councillor to be nominated at their next meetings.

Standing Orders were re-instated at 8.17pm

### **(iv) Policy & Resources Committee**

The Council

RESOLVED

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

Chair – Cllr Jane White

Vice-Chair – Cllr Steve Watkins

Chair Open Spaces – Cllr Tony Edwards

Vice-Chair Open Spaces – Cllr Alison Preedy

Chair of Planning – Cllr Raj Khiroya

Vice-Chair of Planning – Cllr Jackie Worrall

Chair of Chorleywood Village Halls Management Committee – Cllr Rodney Kipps

Vice-Chair of Chorleywood Village Halls Management Committee – Cllr Carol Kristian

These positions were unanimously agreed en-bloc.

## 17/08 REPRESENTATION ON OTHER BODIES 2017/2018

The Council

RESOLVED

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

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

Chair, Vice-Chair and Clerk.

It was noted that Batchworth Parish Council would be constituted at a meeting on the 18<sup>th</sup> May 2017. All the other Parish Councils within Three Rivers District had agreed to support the new council through their first municipal year

b) **Chorleywood Youth Club**

Cllr Raj Khiroya.

c) **Chiltern Open Air Museum**

Cllr Steve Watkins

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

Cllr Jane White would be nominated for the vacancy on HAPTC.

e) **Chorleywood Twinning Association**

Cllr Rodney Kipps and Jill Leeming

f) **Herts Association Larger Local Councils**

Cllr Steve Watkins and Jane White

g) **Three Rivers Environmental Forum**

Cllr Tony Edwards

h) **Highways**

Cllr Martin Trevett

These positions were unanimously agreed en-bloc.

## 17/09 BANK MANDATE

The Council

RESOLVED

That the authorised signatories to the Council's bank accounts remain as previously as Cllrs Tony Edwards, Alison Preedy, Martin Trevett, Steve Watkins and Jane White, the Clerk and the Deputy Clerk.

**17/10 GENERAL POWER OF COMPETENCE**

Having heard from the Chair what the General Power of Competence was, how it was achieved and how it could be used in the future

The Council

**RESOLVED**

that as the Parish Council meets the eligibility criteria detailed below as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 and it is now entitled to use the above power.

- a. A two thirds electoral mandate.
- b. A qualified Clerk (CiLCA PG2013)

This was proposed by the Chair and unanimously approved.

**17/11 EDITORIAL TEAM OF CHORLEYWOOD MATTERS.**

The Council

**RESOLVED**

That the Chorleywood Matters editorial team be made up of Cllrs Jill Leeming and Jackie Worrall for the time being.

Members of the Council were advised that they could put forward articles for publication at any time. The next edition would require a precis of the Annual Report which the Cllr Jane White volunteered to do.

**17/12 HUMAN RESOURCES PANEL**

The Council

**RESOLVED**

That although Human Resources was now outsourced to TRDC, the Human Resources Panel was still relevant and Cllrs Raj Khiroya and Ken Morris and Jackie Worrall would remain on the Panel. The Terms of Reference (TOR) to be agreed at the next P&R Committee and Standing Orders to be reviewed by Cllr Jackie Worrall.

This was agreed 15 in favour with one abstention.

**17/13 ANNUAL SUBSCRIPTIONS AND DONATIONS**

The Council

**RESOLVED**

To note the Annual Subscriptions and Donations as set out on the schedule (Appendix 1) noting the removal of the Journal of the Association of Small Historic Towns and Villages.

This was proposed by Cllr Rodney Kipps, Seconded by Cllr Steve Watkins and unanimously agreed.

**17/14 FUTURE MEETING LOCATION AND RECEIPT OF PAPERS**

The Chair advised Members that all future Council and Committee meetings would now be held in the Common Room at the War Memorial Hall. To facilitate this and reduce the current wastage of paper, the following process for receipt of papers was proposed:

All Councilors to get an email of all Agendas and associated papers for every meeting.

Committee members would get a paper copy of the Committee (s) they sit on put in their tray in the Parish Office (unless otherwise requested to be posted)  
Spare paper copies would be available at the meetings.

Members were asked to confirm by completion of a form their acceptance of this proposal. All agreed with the exception of Cllr Jill Leeming who would like paper copies of all but would pick these up from the office.

**17/15 VILLAGE DAY**

It was noted that Village Day had been growing year on year and had now outgrown the staff available. Members were therefore needed to assist on a number of activities on the day. Cllr Jane White agreed to circulate an email with the activities requiring cover.

**17/16 EXCLUSION OF PRESS AND PUBLIC**

The Committee  
RESOLVED

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

Before withdrawing, Michael Hyde thanked all the Councilors for volunteering to serve the Community.

**CONFIDENTIAL BUSINESS**

**17/17 ACQUISITION OF ASSETS**

Members were advised that a Full report and Feasibility Study would be put to Full Council in June. In the meantime Members were encouraged to visit the asset in question. The Clerk advised that the Auditors had advised that if Councillors did not agree to the acquisition it could be considered as a dereliction of duty.

**17/18 CLOSURE**

The meeting have commenced at 7.54pm closed at 9.07pm.

These minutes have been checked by the Chairman

Signed ... ..Checked via email..... Dated .....6.6.17.....

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

Signed ..... Dated .....

## Appendix 1

### LIST OF ANNUAL SUBSCRIPTIONS AND DONATIONS 2017/18

#### DONATIONS:

Chiltern Open Air Museum	£250.00
Citizens Advice Bureau	£780.00
Total Donations	£1030.00

#### SUBSCRIPTIONS:

<b>HAPTC</b> Herts Association of Parish and Town Councils *Includes the subscription to NALC	£1630.47*
National Assoc Rural Community Councils ( <b>ACRE</b> )	£10.00
Chiltern Society	£25.00
Society of Local Council Clerks ( <b>SLCC</b> )	£284.00
Council for Protection of Rural England ( <b>CPRE</b> )	£36.00
Community Development Agency ( <b>CDA</b> )	£30.00
Open Spaces Society	£45.00
<b>LCR</b> - The Official Magazine for NALC	£17.00
Conservation Land Management	£16.00
Hertfordshire Building Preservation Trust	£30.00
<b>ICCM</b> Institute of Cemetery and Crematorium Management	£90.00
Country Land & Business Association ( <b>CLA</b> )	£289.00
Total Subscriptions	£2502.47
<b>TOTAL DONATIONS &amp; SUBSCRIPTIONS</b>	<b>£3532.47</b>



## **CHORLEYWOOD PARISH COUNCIL**

### **FULL COUNCIL MEETING**

### **Agenda Item 10**

**Date: TUESDAY 27<sup>th</sup> JUNE 2017**

**Subject: CLERKS REPORT**

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**Nature Trail** – The wildwood dens are being constructed and will be finished before Village Day. The Chainsaw carver has also been commissioned and has started work. We have agreed that he can have the wood cut down from the May bushes in exchange for Carvings. He is in fact making the story telling chair in exchange to for the wood, giving the Council a net saving of £1,000.

**Copmans Wick Allotment Site** – TRDC have erected some of the fencing, which is of a very high standard. However they have stopped short of running it across the whole area. The fence stops where the Parish Council most need it. The barbed wire has been removed which has made access easier. Cllr Trevett has however asked TRDC to finish the work as soon as possible and we have been advised that this should be completed within the next three months.

**Training** - The Clerk and Chair attended a Business Planning Training Course held by HAPTC.

**Village Day** –Village Day is almost upon us. If you know anyone who is happy to have an advertising board outside their houses, please let us know. We still need volunteers especially for parking duties, delivery of programmes and delivery of posters etc t the shops, schools etc . This is a very large event now and the officers need help to make it a successful day.

TRDC have agreed that we can use the House Estate for parking. We have approached a professional parking company but they were unable to help as they only deal with large events over several days. If we cannot get volunteers the Council will pay for people supervise the parking.

Currently we have about 100 stalls and the organisation is coming along well. There will be a different set up this year and therefore we are using more people to help with the set up.

Chorleywood in Bloom stall is fully staffed however we will need help with the Cake Off stall. Please contact the office if you are able to help.

**Travellers** – We have had two sets of Travellers parking at the War Memorial Hall parking area. In the past the caravans have not been able to get up the unmade ramp, however the new tarmac has made this easier. Therefore later in the agenda we will be asking the Council to fund two new height barriers.

**Audit** – The End of Year Audit has been completed together with the Annual Return. There were no issues outstanding.

**TRDC Election** – Following the sad death of Cllr Anne Shaw – there will be a bye-election for Chorleywood South and Maple Cross on Thursday 13<sup>th</sup> July. The Clerk will be working at the polling station at Bullsland Hall.

**Student** – We have a student gaining work experience over the summer holidays. The list of work is growing and it is hoped that a number of outstanding projects will be progressed during this time.

**South Lodge** – Architect has visited the office and is now drawing up the plans and specification for the office refurbishment. Once these are available a meeting will be held with TRDC to confirm details and permissions.

**Citizens Advice Bureau** – The reports from the CAB session have been very positive. In the first three months they have helped 8 Clients with a range of queries, including probate enquiries, benefit claims, finances post separation, care home fees and affordability benefit queries.

### **Dates for your Diary**

**Village Day – 8<sup>th</sup> July 2017**

**TRDC Election – 13<sup>th</sup> July 2017**

**Quiz Night 2017 - 18th November 2017**

**REPORT OF THE OPEN SPACES COMMITTEE**  
**HELD ON 16<sup>TH</sup> MAY 2017**

**MEMBERSHIP & ATTENDANCE**

**Chairman:** \* Tony Edwards

**Councillors** \* Jo Clark  
Raj Khiroya  
\* Jill Leeming  
\* Alison Preedy  
Martin Trevett  
\* Steve Watkins (ex officio)  
Sarah Wright  
Jane White (ex officio)

\* Denotes members present

**Officers present** Claire James– Deputy Clerk  
Michelle Putman – Admin Officer

There were two members of the public present.

**17/01 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Raj Khiroya, Martin Trevett and Sarah Wright. Cllr Jane White was absent from the meeting.

**16/02 DECLARATIONS OF INTEREST AND DISPENSATION**

None

**17/03 APPROVAL OF THE MINUTES**

The Committee

**RESOLVED**

That the minutes of the Open Spaces Committee meeting held on 21<sup>st</sup> March 2017 which had been taken at Full Council and agreed, be approved as a true and correct record.

**17/04 MATTERS ARISING FROM THE MINUTES**

**16/87 Allotments** – Members discussed the idea of quarter plots being available to let. It was agreed that one full plot at each site would be made available as quarter plots to assess demand for this size of allotment plot.

**16/89 Officers Report** – Christchurch Parking. The Chair Advised that Cllr Raj Khiroya, himself and the Clerk had met with the Headmaster of Christchurch School the previous week and had a very good meeting with a number of issues being discussed and resolved. The licence to use the common for after school activities had been signed and the Parish Council had been given a copy of the School's insurance. The Cricket Club had voiced concerns regarding the use of lime based paint to mark out the football pitch and sports day lines as the lime element burns the grass, causing damage to the outfield

and the school had been asked to find a different type of paint that is not lime based. They had also raised concerns regarding the location of the afterschool activities and the School were asked not to run outside the pavilion area as over the winter months the grassland has been damaged. The School had also been requested to notify the Parish Office in advance of any activities planned on the Common in order that the Office could advise if appropriate, any areas to avoid due to works taking place etc. With respect to the playground area, It was noted that both the School and Parish Council were looking through the archives to try to ascertain the history of maintenance for the area. It was also noted that the playground was now not required by the School, as due to increased cars parking it was not feasible to use this area, and alternative arrangements within the curtilage of the School had been made. Since the meeting Cllr Tony Edwards had looked at the area in question. The possible long term solution of grasscrete over the whole area would be very expensive and would therefore need budget allocation to be made. In the short term he proposed that quotes for repair of the tarmac area be sought for consideration. It was suggested that contribution from both the School and the Church be sort, in the order of a third each given their use of the land.

The Committee

**RESOLVED**

That quotes to repair the tarmac area of Christchurch Car Park be sought.

This was proposed from the chair and agreed unanimously

**16/89 Officers Report – Allotments:** It was noted on the recent visit that a large number of plots at Copmans Wick had gone to grass. It was suggested that the Rangers be consulted on whether the hire of a turf cutting machine would be of any practical help in returning these to allotments.

The action points from previous meetings were updated.

**17/05 FINANCIAL COMPARISON STATEMENT 2017/18**

There was no financial statement for this meeting as the Accounts were currently being closed for the end of year.

**17/06 OFFICER'S REPORT**

**Lawn Cemetery Notice Board:** It was noted that the new board was now in place and looked very smart.

**Grazing:** Members were concerned at the continued vandalism of the fence and asked that Cllr Martin Trevett be approached to see if there was any surveillance equipment that could be loaned from Three Rivers District Council.

**Surveys:** it was noted that the TRDC surveys currently being undertaken on the Common for the possible play area were at a cost of £7,500 which had apparently been authorised by the leisure committee although no resolution could be found.

**Permissive Parking Areas – War Memorial Hall and Shepherds Bridge:** it was noted that both these parking areas were being used persistently by two local companies. **Sky Vision** were known to be regularly parking 6 – 8 vehicles all day at the War Memorial Hall parking area and the local **Taxi Company** was using the Shepherds Bridge parking area as a waiting area. Both had been told that this use of the parking areas was not what the areas were provided for but both companies were choosing to ignore the Council. It was agreed that formal letters would be sent in the first instance with further action to be considered if these had no effect.

**Parish Paths:** A meeting was to be held with the residents who had volunteered to assist with documenting the parish paths in Chorleywood.

**Allotments:** Members were reminded that the Allotment Users Forum would be held before the next Open Spaces Committee Meeting on the 11<sup>th</sup> July. It was also noted that the Copmans Wick Clearance days had been arranged for Friday 2<sup>nd</sup> and Saturday 3<sup>rd</sup> June and tenants had been informed by email. It was hoped that tenants would take advantage of this opportunity to clear their plots of rubbish and tackle the rubbish dumping that had been taking place. Two Rangers would be in attendance on both days with a skip being provided for one day only on the Saturday.

Members noted the number of new plots that had been taken on recently and also the small number of outstanding renewals which would incur a late payment charge of £10 if they did not pay by the end of the month. It was noted that some tenants had given up their plots due to failing health or age and it was felt that the quarter plots may be an option in these circumstances.

The Committee  
**RESOLVED**  
To note the report

## **ALLOTMENTS**

### **17/07 OCCUPATION**

The Committee  
**RESOLVED**  
To note the occupation

### **17/08 WAITING LISTS**

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

### **17/09 ALLOTMENT USERS FORUM**

It was noted that the Allotment Users Forum would be held prior to the July meeting with a visit to the allotments organised just prior.

## **LAWN CEMETERY**

### **17/10 INTERMENTS**

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

## **COMMON AND GROVEWOOD**

## **17/11 ORGANISED ACTIVITIES ON THE COMMON**

The meeting was suspended at 8.07 to allow Greg Hill, Chairman of Friends of Chorleywood Common to address the committee with respect to this agenda item.

The meeting was reconvened at 8.13pm

Members were advised of the background to the request from Moving Mums to use the Common. The current licence and charging arrangements for commercial users of the Common were discussed. It was felt that a licence was essential to manage numbers and the areas of the common used given the nature reserve status and areas under Stewardship. Similar ventures were discussed and charges that were made by them.

The Committee

### **RESOLVED**

To inform Herts County council that a licence is a prerequisite of any organised activity on the common and that the standard licence charges would apply. This would also be copied to HAPTC.

This was proposed from the Chair and carried unanimously.

With respect to the HAPTC Running Free Consultation, Members asked that the question be raised whether this applied to Common Land and Nature reserves.

## **GENERAL**

### **17/12 FOUR YEAR VISION**

Nature Trail: Members were provided with details of Chainsaw carvings and their respective prices for consideration for inclusion in the Nature Trail. It was noted that the Chainsaw carver was available to start work now with a view to completion of most by Christmas and therefore a decision was needed on which carvings to go for before he got diverted onto other projects. The following list of carvings was considered:

**Village Day Fire Ride:** Trio of Squirrels - Agreed

**Holly Tunnel** - Hedgehogs and Bats – Agreed

**Top Common Pond (1)** (subject to tree works permission) – Dragonflies rejected due to size and replaced with Red Kite and Woodpecker with scope given to carver for any additional carving appropriate noting that the committee liked the carved owls in the tree.

**Top Common Pond (2)** (subject to Tree works permission) Great Crested Newt - agreed

**Common Road** - Red kite removed as placed elsewhere, otherwise scope given to carver on number and mix subject to a limit of £3,500. If insects were to be part of carvings, the committee would like stag beetles.

**Common Road** – Grass Snake – agreed

**Darvells Pond** – Frog – Agreed

**Shepherds Bridge** – Carvings of fallen tree - agreed

**Behind Larks Meadow-** Musical instruments rejected. Possibility of muntjac deer to be explored with carver

**Fairy Ring at Church Pond** – Story telling chair. The Committee asked for alternative designs to be sourced from the carver.

**Gnome House** – Agreed

**Picnic tables and benches** deferred, concerns of rubbish and fires from BBQs raised

**Extras** – family of foxes.

Owls, Squirrels, Rabbits (not hares) to be used as way markers. Number to be determined.

It was agreed that the list of people wanting a bench on the Common be approached for interest in sponsoring carving or way marker.

The Committee

RESOLVED

To instruct the Chain Saw Carver to proceed with items as specified, noting that the two requiring tree works permission and the way markers would need to be tackled later

This was proposed from the Chair and carried unanimously.

**17/13 HEALTH AND SAFETY**

There was nothing to report on this item.

**17/14 CLOSURE**

The meeting having commenced at 7.30 pm closed at 9.40pm.

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

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

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

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION**

REFERENCE	RESOLUTION	ACTION REQUIRED	BY WHOM
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	<b>/ ACTION</b>		
OS 16/51	Resolution	To remove the arch hedge and to bury the water pipe under the path with grating to cover the pipe on the path to allow access to it should it be necessary. <i>Arch removed, pipe to be re-laid, quote for works accepted. Ongoing</i>	Parish Rangers
OS16/58	Action	To update the committee in the Spring with progress on the Winter Works 2016 – 17 programme of works. <i>Completed – update given in Officers report to Open Spaces 16.05.17</i>	The Clerk
OS 16/60	Action	To investigate the costs of bringing in an outside company for parking management on Village Day. <i>Parking company details had been provided and costs for Village Day would be sought. Ongoing</i>	The Clerk
OS 16/67	Action	To seek a sponsor for the Centre piece cake for the Village Day cake off <i>Completed – Sponsor found.</i>	Officers
OS 16/69 Christchurch	Action	A letter to be sent to the Chair of the Governing Body of Christchurch School raising the issues so far raised unsuccessfully direct with the school. <i>Letter had been sent but no response had yet been forthcoming</i> <i>Completed – issues discussed and resolved at meeting with Headmaster 12.05.17</i>	The Clerk
OS16/74	Action	Groewood Wildlife Survey report to be put on the parish Council Website <i>Completed – Survey on the latest News page of the website</i>	The Clerk
OS 16/76	Action	To write an article for the next edition of Chorleywood Matters explaining the CiL rules and the use of the initial monies received for the Nature Trail.	Cllr Raj Khiroya
OS16/87	Action	To look into the costs of strimming and rotavating vacant plots and the costs of weed suppressant membrane for plots given up.	Allotment Administrator
OS16/87	Action	To arrange a site visit in April to the allotments for members to assess the current issue of the vacant allotment plots <i>Completed – Meeting had taken place.</i>	Allotment Administrator
OS16/88	Action	To investigate whether notes could be added against budget lines in the Financial comparison statement	The Clerk
OS 16/89	Action	To analyse the actual costs incurred by the officers in the preparation of a grave for burial and the ongoing maintenance to input	The Deputy Clerk



		to the meeting of the Open Spaces that discussed the fees and charges for 2018/19.	
OS 16/89	Action	To research the charges made at other Cemeteries in the surrounding area for the next committee meeting that discusses the 2018/19 Fees and Charges	The Deputy Clerk
OS16/89	Action	To send another reminder to Christchurch school requesting a copy of their insurance policy. <i>Completed – issues discussed and resolved at meeting with Headmaster 12.05.17</i>	The Clerk
OS 16/89	Action	To arrange a parish paths meeting to move the leaflet forward	Deputy Clerk
OS16/89	Action	Consideration to be given to deposits and/or advance payment of licence fees for any new to be put to the next Open Spaces Committee	The Clerk & Deputy Clerk
OS16/92	Action	To arrange the next Allotment Users meeting prior to the July meeting of Open Spaces with a visit to the allotments to be set up for Members just prior to this.	Allotment Administrator
OS17/04	Resolution	Quotes to repair the tarmac area of Christchurch Car Park to be sought.	Deputy Clerk
OS 17/04	Action	Rangers to be consulted on whether the hire of a turf cutting machine would be of any practical help in returning allotments that had been covered in grass to a lettable state.	Allotments Administrator
OS 17/06	Action	That Cllr Martin Trevett be approached to see if there was any surveillance equipment that could be loaned from Three Rivers District Council to tackle the vandalism of the cattle fencing.	Deputy Clerk
OS 17/06	Action	Formal letters to be sent to <b>Sky Vision</b> and the <b>local Taxi company</b> that were abusing the parking arrangements in the permissive parking areas.	Clerk
17/06	Action	A meeting to be held with the residents who had volunteered to assist with documenting the parish paths in Chorleywood.	Deputy Clerk
17/11	Action	HAPTC Running Free Consultation- question be raised whether this applied to Common Land and Nature reserves.	Clerk

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**REPORT OF THE PLANNING COMMITTEE MEETING**  
**ON TUESDAY 6<sup>th</sup> JUNE 2017**  
**MEMBERSHIP AND ATTENDANCE**

Chairman: Cllr Raj Khiroya  
Councillors: Cllr Rodney Kipps  
\*Cllr Geoffrey Liley  
Cllr David Raw  
\*Cllr Steve Watkins (ex officio)  
\*Cllr Jane White (ex officio)  
Cllr Jackie Worrall

\*Denotes members present

Officers Attending: \* Michelle Putman - Admin Officer

There were two members of the public present.

*The following notes are the decision of the three Committee representatives that were present at the meeting. As the planning meeting was not quorate the following notes do not constitute formal minutes of the Committee. However, the Clerk has forwarded the comments of those present to the Planning Department at TRDC*

In the absence of the Chairman, Cllr S Watkins took the chair.

NOTES

**17/001 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Raj Khiroya, Cllr Rodney Kipps, Cllr Geoffrey Liley and Cllr Jackie Worrall  
Cllr David Raw was absent

**17/002 DECLARATIONS OF INTEREST AND DISPENSATION**

17/0804/FUL - Old Meadows, Dog Kennel Lane - Known to all Councillors  
17/0820/FUL - Rose and Crown, Old Common Road - Known to all Councillors

**17/003 APPROVAL OF THE MINUTES**

The Committee  
RESOLVED

That the minutes of the meeting of the 2nd May 2017 be approved as a true and correct record.

**17/004 MATTERS ARISING FROM THE MINUTES**

Cllr Jane White advised the Committee that she had been working on the Planning Policies for Chorleywood and that the final draft would be forwarded to all Councillors. The Committee agreed to test out the Policies at tonight's meeting.

Cllr Geoffrey Liley attended the Development Control planning meeting on Thursday 25<sup>th</sup> May, 2017  
There was only one Chorleywood application on the agenda 17/0602/FUL 32 Clements Road - which was approved.

**17/005 LETTERS OF OBJECTION/EXPLANATION**

Two letters of Objection were previously received.

17/0906/FUL - 34 Grovewood Close, Chorleywood -  
17/0753/FUL - 2A Berks Hill - Chorleywood

**17/006 PLANNING APPLICATIONS**

The Committee

RESOLVED

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

**17/007 PLANNING APPEALS**

It was noted that there were no planning appeals this month.

**17/008 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES**

The Committee

RESOLVED

To note the tree applications.

**17/009 PLANNING APPLICATIONS DECISIONS RECEIVED**

The Committee

RESOLVED

To note the planning decisions received for the period ending 26th May, 2017.

**17/010 URGENT ITEMS**

None received

**17/011 COMMUNITY PLAN & NEIGHBOURHOOD PLAN**

Cllr Steve Watkins advised the Committee that he attended the Neighbourhood Planning training course at Kimpton along with other members of the Neighbourhood Committee.

It was decided at Tuesday night's meeting (to produce a management plan for the Neighbourhood Plan) to present to Full Council in September. John Bishop of Chorleywood Residents Association, very kindly volunteered to take the lead on this.

The proposal is for key Neighbourhood Plan people to assist John in the preparation of this report. Which will include Cllr Jackie Worrall, Cllr Steve Watkins, Gareth Hunt, Vivian Lantree and a representative from Croxley Green who was involved in their Neighbourhood Plan.

**17/012 LICENCE APPLICATION**

None to report

**17/013 TRANSPORT**

Cllr Geoffrey Liley asked if we had received a response from Three Rivers District Council regarding Chorleywood Station car parking letter we had forwarded to them .

The Officer advised that a verbal response had been received and were just waiting for the written response which would then be put on the next agenda.

**17/014 REPORTING OBJECTIONS TO TRDC.**

Under matters arising.

**17/015 FOUR YEAR VISION**

**15/208 - Gateway Signs**

The Gateway signs have been added to the Four Year Vision and the Officer is still chasing TRDC.

**17/016 ATTENDANCE AT TRDC DEVELOPMENT MEETING**

Cllr Raj Khiroya will attend the Development Control Meeting on Thursday 22<sup>nd</sup> June 2017, at Three Rivers District Council.

**17/017 CLOSURE - The meeting having started at 7.40pm and finished at 9.00pm**

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

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

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

# Planning Applications Considered

Applications considered on 6-6-17

**1 17/0639** 06/06/17

Mr and Mrs Morgan  
Stamhus  
Troutstream Way  
Loudwater

Single storey side and rear extension  
Delegated Decision  
FUL Application  
Planning Officer: Scott Volker

The committee had No objection to this application

**2 17/0682** 06/06/17

Mr R Oakley  
Rose and Crown Public House  
Old Common Road  
Chorleywood

Erection of a pair of semi detached houses with accommodation within the roof space with associated parking and landscaping.  
Delegated Decision  
FUL Application  
Planning Officer: Suzanne O'Brien

The Committee wished to object to this application and ask officers unless they were minded to refuse the application to call in the application on the following grounds  
Backland Development DM1

**3 17/0685** 06/06/17

Mr and Mrs Walt  
68 Blacketts Wood Drive  
Chorleywood

Two storey side extension, single storey rear extension, alterations to roof to include increase in ridge height, extension and insertion of rear dormers and roof lights to serve loft accommodation and alterations to fenestration  
Delegated Decision  
FUL Application  
Planning Officer: Joanna Bowyer

The Committee had no objections to this application

# Planning Applications Considered

Applications considered on 6-6-17

**4 17/0694**

06/06/17

Mr B Bethridge  
Woodfield House  
Chalfont lane  
Chorleywood

Demolition of existing dwelling and construction of replacement detached dwelling and detached outbuilding.

Delegated Decision

FUL Application

Planning Officer: Lauren Edwards

The Committee had no objections to this application

**5 17/0696**

06/06/17

Mr and Mrs Stone  
4 Common View  
Old Common Road  
Chorleywood

Single storey side and rear extension

Delegated Decision

FUL Application

Planning Officer: Jake Shiels

The Committee had not objection to this application

**6 17/0753**

06/06/17

Mr A Minashi  
2A Berks Hill  
Chorleywood

Erection of detached two storey building with lower ground floor level to provide two flats including alterations to existing building and associated parking and amenity space provision

Delegated Decision

FUL Application

Planning Officer: Suzanne O'Brien

he Committee had Objection to this application on the following grounds and wish to CALL IN, unless the Officers are minded tor refuse this application.

\* Contrived driveway and Loss of residential amenity to the neighbours - Policy DM1 of the Development Management Policies LDD (adopted July 2013).

# Planning Applications Considered

Applications considered on 6-6-17

**7 17/0756** 06/06/17

Mr and Mrs Ryan-Watson

51 Orchard Drive

Chorleywood

Single storey front and rear extensions and conversion of garage to habitable accommodation

Delegated Decision

FUL Application

Planning Officer: Suzanne O'Brien

The Committee had no objection to this application

**8 17/0800** 06/06/17

Mr R Hall

14 South Cottage Gardens

Chorleywood

Single storey front extension and conversion of garage into habitable accommodation including new pitched roof and alteration to fenestration.

Delegated Decision

FUL Application

Planning Officer: Freya Clewley

The Committee had no objection to this application

**9 17/0802** 06/06/17

Ms N Sully

Primrose Cottage

3 South Road

Chorleywood

Insertion of side roof light

Delegated Decision

FUL Application

Planning Officer: Freya Clewley

The committee had no objection to this application

# Planning Applications Considered

Applications considered on 6-6-17

**10 17/0804**

06/06/17

Mr and Mrs Hunt  
Old Meadows  
Dog Kennel lane  
Chorleywood

Subdivision of the site, demolition of existing detached garage and construction of detached dwelling and replacement garage

Delegated Decision

FUL Application

Planning Officer: Suzanne O'Brien

The Committee had Objections with this application on the following grounds and wish to CALL IN, unless the Officers are minded to refuse this application.

\* This application has been called in as the applicant is known to the Councillors

\* The property is located within the Common Conservation Area - Policy DM3 The proposed is not c) i) vi) of the Development Management Policies LDD (adopted July 2013)

\* Overdevelopment of the plot -

\* Concern with the narrow access for further traffic use DM1 a) ii) of the Development Management Policies LDD (adopted July 2013)

**11 17/0808**

06/06/17

Ms J Armitage  
Pathways  
16 Quickley Lane  
Chorleywood

Single storey side and rear extension

Delegated Decision

FUL Application

Planning Officer: Freya Clewley

The Committee had no objection to this application

**12 17/0820**

06/06/17

Erection of a pair of semi detached houses with accommodation within the roof space with associated parking and landscaping

The Committee had Objections to this application and wish to CALL IN, unless the Officers are minded to refuse this application, on the following grounds.

The Committee feel the application is considered back land development, out keeping with the surrounding area, with insufficient access and object to the following principals of the TRDC Core Strategy 2014.

\* Back land Development - Policy DM1 a) ii) v) of the Development Management Policies LDD (adopted July 2013)

\* The property is located in the Chorleywood conservation Area - Policy DM3 h) of the Development Management Policies LDD (adopted July 2013)

\* Design of development - Policy CP12 - b) c) l) n) of the Core Strategy (Adopted October 2011)



# Planning Applications Considered

Applications considered on 6-6-17

**13 17/0833**

06/06/17

Ms K Ferguson  
3 Yeomans Keep  
Chorleywood

Two storey front extension, front porch canopy and internal alterations  
Delegated Decision  
FUL Application  
Planning Officer: Jake Shiels

The Committee had Concerns with this application on the following grounds:-

\* Policy DM1 b) iv) of the Local Development Policies LDD (adopted July 2013)

**14 17/0847**

06/06/17

Miss E Gadsden  
3 Artichoke Heights  
Artichoke Dell  
Dog Kennel Lane  
Chorleywood

Demolition of existing ground floor lean to and construction of front and rear lower ground floor extensions  
Delegated Decision  
FUL Application  
Planning Officer: Scott Volker

The committee had no Objection to this application

**15 17/0874**

06/06/17

Mr A Burden  
Dovecote  
Troutstream Way  
Loudwater

Replacement windows and addition of roof light  
Delegated Decision  
FUL Application  
Planning Officer: Freya Clewley

The Committee had No Objection to this application

# Planning Applications Considered

Applications considered on 6-6-17

**16 17/0900**

06/06/17

Mrs R Sharma  
157 Valley Road  
Rickmansworth

Retrospective Construction of carport within front amenity space  
Delegated Decision  
RSP Application  
Planning Officer: Jake Shiels

The Committee had no objection to this application

**17 17/0906**

06/06/17

Mr I Belcher  
34 Grovewood Close  
Chorleywood

Part retrospective: Insertion of window within side elevation  
Delegated Decision  
Part Retrospective Application  
Planning Officer: Lauren Edwards

The Committee were unable to comment on this application as all pertinent plans were not available

**18 17/0934**

06/06/17

Mr I Hambly  
4 The Mount  
Rickmansworth

Single storey front and rear extensions, first floor side extension, rear dormer, new pitched roof over existing garage and alterations to fenestration.  
Delegated Decision  
FUL Application  
Planning Officer: Rob Morgan

The Committee had Concerns with this application on the following grounds:-

\* The Committee had concerns with the 45 degree angle and would request that the Planning Officer investigate this further.

**19 17/0937**

06/06/17

Mrs A Goddard  
56 Carpenters Wood Drive  
Chorleywood

Part single, part two storey rear extension, first floor front extension, single storey front extension, extension to patio to rear and alterations to fenestration  
Delegated Decision  
FUL Application  
Planning Officer: Freya Clewley

The Committee had No Objections to this application

# Planning Applications Considered

Applications considered on 6-6-17

**20 17/0960**

06/06/17

Mr M Day  
Mayfield  
3 Farm Road  
Chorleywood

Part two storey, part first floor side extension  
Delegated Decision  
FUL Application  
Planning Officer: Lauren Edwards

The Committee had No Objections to this application

**21 17/0966**

16/05/17

Mr M Joshi  
9 Oakfield  
Mill End  
Rickmansworth

Removal of Condition 2 (use of garage) of planning permission 97/0555/8 to allow garage to be used for purposes other than for the storage of a vehicle  
Delegated Decision  
FUL Application  
Planning Officer: Mr H Joshi

The Committee had No Objections to this application

**22 17/0994**

06/06/17

Mr A Punde  
Ancona  
The Climb  
Rickmansworth

Part retrospective: Demolition of existing dwelling and erection of two storey detached dwelling and accommodation in the roof space  
Delegated Decision  
Part Retrospective Application  
Planning Officer: Scott Volker

he Committee had Concerns with this application on the following grounds:-

\* The Committee request that if this application is approved then Conditions 7 and 8 on the Decision Notice for application 16/0759/FUL are adhered to on this application.

# Planning Applications Considered

Applications considered on 6-6-17

**23 17/1012**

06/06/17

Mr M Bessening

3 Artichoke Heights

Artichoke Dell

Chorleywood

Removal of existing rooflight and construction of front and rear dormers and front porch canopy

Delegated Decision

FUL Application

Planning Officer: Scott Volker

The Committee had No Objections to this application

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE  
MEETING ON TUESDAY 13<sup>th</sup> JUNE 2017**

**MEMBERSHIP AND ATTENDANCE**

Chairman: \* Cllr Rodney Kipps

Members: -

\*Cllr Carol Kristian  
Cllr Stuart Marshall  
\*Cllr Ken Morris  
\*Cllr Alison Preedy  
\*Cllr Martin Trevett  
\*Cllr Steve Watkins (ex officio)  
Cllr Jane White (ex officio)  
Cllr Jenny Wood

Also in attendance

\* Yvonne Merritt – Treasurer  
Michelle Putman – Secretary

**17/01 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Stuart Marshall, Jane White and Jenny Wood

**17/02 DECLARATION OF INTEREST AND DISPENSATION**

Cllr Rodney Kipps declared an interest as Chairman of the Royal British Legion

**17/03 APPROVAL OF THE MINUTES**

The Committee

RESOLVED

The minutes of the meeting dated 28<sup>th</sup> February 2017 were approved as a true and correct record.

**17/04 MATTERS ARISING**

It was noted that the insurance company was happy with the procedure put in place for the Hindu Festival which had confirmed the booking which would take place in September and last for five days.

**17/06 SECRETARY'S REPORT**

**War Memorial Hall -**

**Request for storage for the U3A** – the Committee considered the request for storage for the U3A. It was considered that this would set a precedent as there were many users who had requested storage in the past and the Hall could not accommodate all the requests. It was also noted that the U3A only used the hall for one booking a month and therefore it was felt that this would not be fair to other users who requested the hall more often.

The Committee

RESOLVED

That the Secretary advise the UEA that it was not the policy of the committee to supply storage to users of the hall.

**Noticeboard CKTS** – Members considered a request from CKTS for a lockable noticeboard in the hall for their use. Again it was noted that there were a number of users and if permission was given to one then this would set precedent. The Clerk advised that the Committee had agreed to install a communal notice board which was available to all users. It was suggested that this could be used by the CKTS to the same effect.

The Committee

RESOLVED

That the request for a lockable noticeboard specifically for CKTS users inside the hall be refused, but that they be advised that the communal notice board was available to all users.

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

Cllr Carol Kristian felt that the hall should have a more prominent external notice board, highlighting all the users of the hall. Cllr Trevett advised that any board would need to be carefully placed to ensure emergency vehicles could still access the hall and it would need to comply with Planning and Conservation area consent. It was agreed that Cllr Kristian would investigate further and report back to the next meeting.

**Internal Lighting Quotation** – There was concern about the high price for replacement of the strip lights in the hall, however it was explained that scaffolding towers would be required which had to be hired in which increased the unit costs.

Members considered both quotations and the

Committee

RESOLVED

To award the contract for replacement strip lights in the hall to include those on the stage to Company A. With Monies being taken from the Hall Capital Fund £3445.75

This was proposed by Cllr Watkins, seconded by Cllr Morris and carried five in favour with one abstention.

**External Lights Quotation** – Members considered the quotation for the external lights and agreed that the work should be carried out at the same time as the internal lights

The Committee

RESOLVED

To agree to the works to be carried out for a sum of £1449.33 and that this sum be taken from the revenue budget for the War Memorial Hall.

**Electrical Testing** - At this stage Members also looked at the electrical testing report and requested that the Clerk obtain two quotes. One for all the C2 work identified and a second to include the C2 and C3 work.

**Bin Storage Area** - Proposals were discussed and it was agreed that this would be revisited sometime in the future. In the meantime it was requested that the Secretary look into the requirement for all the bins and if larger ones could be used to reduce the amount of wall space being used.

**Push bar to secure the internal door from the Gent toilet corridor** - The Clerk explained that there was a security issue as well as a safety issue with the door leading from the Gents toilet corridor to

the area leading outside by the CKTS offices. It had been reported that a young boy, having used the toilets had left the building by the side door.

The COmmittee

RESOLVED

To fit a push bar to the door to lock and secure it from the otherside but allow access in the case of an emergency.

**Late payment Fees** – Cllr Rodney Kipps explained that at the RBL there was a issue with late payments and therefore they had decided to introduce a late payment fee. The members were generally in favour of this suggestion but were concerned that the fee should be fair. It was noted that there were government guidelines on what percentage should be used and therefore

The Committee

RESOLVED

That the Secretary introduce a late payment fee in line with government guidelines or a flat admin fee what ever was the greater if payment was not received within 28 days of the invoice.

This was proposed by the Chair and unanimously approved.

### **Common Room**

**Anti Social Behaviour** – Members noted that the window had been broken three times. It was agreed that the Secretary investigate the cost of CCTV and report back to the next meeting

**Electrical Testing** – Members noted the report and agreed that no action was required

### **Bullsland Hall**

**Electrical Testing** – Members noted the report and agreed that no action was required

### **Hollybush Hall**

**Electrical Testing** – Members noted the report and agreed that no action was required

**17/07**

### **TREASURERS REPORT**

Cllr Carol Kristian noted that there was a budget for £400 for printing and stationary. She thought this was high and requested that all invoices be sent via email. The Clerk advised that in the main this was the case already, however the rest was mainly spent on stationary for printing and distribution of agendas.

The Committee

RESOLVED

To note the report

**17/08**

### **CONDITIONS OF HIRE**

The conditions of hire were again looked at , members did not come up with any alterations but wanted some mention of naked flames and also public liability insurance for users of electrical equipment that was brought into the halls, this should include PAT testing certificates. It was agreed that information would be obtained from other hall hirers and appropriate terms be added to the Conditions of hire.

**17/09**      **FOUR YEAR VISION**

**Publicity and Marketing** – It was noted that there had been no analysis carried out on the useage of the hall. Cllr Stuart Marshall had emailed the Clerk asking for information which could help with a Marketing strategy. The Clerk informed members that they had a student for the summer who would be able to attain this information for discussion at the next meeting.

**Maintenance Programme** – members looked a the surveyors reports on all of the halls. It was noted that the Caretaker of Bullslnad Hall would undertake the painitng of the halls, toilets and kitchen celing during the summer holidays, as part of his work programme. The Clerk as asked to obtain quotations for the rest of the works required.

**Website** – There was no new information to report

**17/10**      **HEALTH AND SAFETY REPORT**

It was agreed that once the surveyor had done his reports that the new committee would inspect all the hall – now this has been carried out the Secretary will arrange for site visits.

The electrical testing concerns were addressed within the secretaries report.

**17/11**      **CHARITY HALL HIRE**

At the decretion of the Chairman the Committee took an urgent item.

The office had received a request for a fund raising event to be held a the War Memorial Hall on Sunday 9<sup>th</sup> July. The unit cost for the hall hire would be £262.00, however it was requested that the committee offer the hall free of charge.

The fund raising would consist of teenage makeovers with photographs and family photo sessions. All profits to be given to the Red Cross in aid of the Manchester and London Attacks.

The Clerk informed the committee of the rules relating to Charities funding other charitiesand the committee agreed that whilst it could not give the hall free of charge it would consider offering the hall at cost.

There were concerns regarding the event and it was agreed that a condition of hire would be that someone with a DBS certificate would need to be present. That a licence would be needed for the consumption of alchol and the ususal damage depostis would be needed.

The Committee  
RESOLVED  
To allow the booking under the stipulations listed above.

**17/12**      **CLOSE**

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.30 pm, closed at 9.16 pm

**Signed** .....      **Date** .....

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

**Signed** .....      **Date** .....



## SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
16/35	Action	Hollybush Hall rails need painting for Completion	COMPLETED
16/35	Action	Leases for the Hollybush and CKTS	Clerk
16/36	Action	Draft WMH Condition of Hire booklet circulated to all members to look at and to be discussed at the next meeting	COMPLETED
16/36	Action	Report back to the next meeting on the changes/improvement required from the website meeting	Secretary
16/38	Resolution	That a revaluation of the WMH requested splitting the building into the two premises	COMPLETED
16/48	Resolution	Recharge the film club for the repositioning of the screen	COMPLETED
16/48	Resolution	Progress the work for the external lighting at the WMH as per agreed quotation	Secretary
16/48	Resolution	Confirm that naked flames are a requirement of the booking, and if so arrange for additional insurance cover for the event as a one off	COMPLETED
16/48	Resolution	Purchase a whiteboard for the Bullsland Hall	Secretary
17/06	Resolution	Advise CKTS that permission for the Noticeboard was denied	COMPLETED
17/06	Resolution	Advise contractor that Company A be awarded the electrical contract to include the stage lights and external lights and to obtain a quotation for categorie C2 and 3 from the electrical inspection	Secretary
17/06	Action	Re-look at the storage areas for bin sheds at the WMH	Clerk
17/06	Action	Arrange for a pushbar to be placed on the door leading from the gents toilets area	Secretary
17/06	Resolution	Advise U3A that no storage facilities are available	COMPLETED
17/06	Resolution	Start to charge late payment fees in line with government guidelines	Secretary
17/06	Action	To look into CCTV for the War Memorial Hall	Secretary
17/08	Action	Update conditions of hire for the WMH – with insurance and flame information together with photos	Clerk
17/09	Action	Get information on usage of the WMH for the next meeting	Secretary
17/09	Action	Obtain quotatons for works identified from surveyors reports for the next meeting	Secretary
17/10	Action	Arrange for site inspection of all the halls before the next meeting	Secretary

**REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 20<sup>TH</sup> JUNE 2017**

**MEMBERSHIP & ATTENDANCE**

- Chair:** Jane White
- Councillors:** \* Tony Edwards  
\* Rodney Kipps  
Raj Khiroya  
Carol Kristian  
Alison Preedy  
\* Steve Watkins  
\* Jackie Worrall

\*Denotes members present

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

There were no members of the public present

**RECOMMENDATION 1**

**17/08 Grant Funding:**

The Committee

**RESOLVED TO RECOMMEND**

- 1.1 That the Policy and Resources Committee consider amendments to the Grant Criteria and Donations which may be required for the forthcoming years with a report back to the next P&R Committee  
This was proposed by Cllr Jackie Worrall, seconded by Cllr Steve Watkins and carried unanimously
- 1.2 That Cllr Jackie Worrall be the nominated lead Councillor for this work  
This was proposed from the Chair by Cllr Steve Watkins and carried unanimously.

**RECOMMENDATION 2**

**17/09 Local Council Award Scheme**

The Committee

**RESOLVED TO RECOMMEND**

- 2.1 That the Council works towards accreditation at the Quality Award level of the Local Council Award Scheme.
- 2.2 That a lead Councillor for this project be appointed.

This was proposed from the Chair and carried unanimously.

### **RECOMMENDATION 3**

#### **17/10 Amendment To Standing Orders To Reflect Change In HR Provision**

The Committee

#### **RESOLVED TO RECOMMEND**

That the following footnote be added to Standing Order 1 Handling Staff Matters:

***NB** The HR contract is currently outsourced to Watford and TRDC HR. The Councils' HR Panel will be called upon following advice from the HR Contractor or during the recruitment process of the Clerk.*

This was proposed by Cllr Tony Edwards, seconded by Cllr Jackie Worrall and agreed unanimously

#### **17/01 APOLOGIES FOR ABSENCE**

There were apologies for absence from Cllrs Raj Khiroya, Carol Kristian, Alison Preedy and Jane White. In the absence of the Chair, the Vice Chair Cllr Steve Watkins chaired the meeting.

#### **17/02 DECLARATIONS OF INTEREST AND DISPENSATION**

There were no Declarations of Interest or Dispensations.

#### **17/03 APPROVAL OF MINUTES**

The Committee

#### **RESOLVED**

That the minutes of the Extra Ordinary meeting dated 24<sup>th</sup> April 2017 agreed at Full Council on the 9<sup>th</sup> May 2017 be approved as a true and correct record.

#### **17/04 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

#### **17/05 FINANCIAL COMPARISON STATEMENT 2017/18**

It was noted that the figures on the statement were the budget figures only as the accounts for the end of year had only recently been completed.

The Committee

#### **RESOLVED**

To note the report

#### **17/06 QUARTERLY CASHBOOK**

The 'unpaid and unrepresented' amount was explained and the interest received on the current account vs the Instant Access Account noted.

The Committee

#### **RESOLVED**

To note the report

## **17/07 WEBSITE**

The Deputy Clerk gave a verbal update on the progress being made with the new website. An outline menu structure has been agreed based on the input from all the committees and interested parties. There had been an issue with the use of WordPress on the existing hosting package and it was explained that the Webmaster would be put in touch direct with the IT support team with a view to resolving it. It was hoped that a councillor with an IT background now on the Website working party would be able to assist with the discussion of the issue. The possible working arrangements for a Halls Booking system were discussed and the rearrangement of key information that would make the website more user friendly. The best medium for a Ranger's Blog was still under discussion.

## **17/08 GRANT FUNDING**

The Clerk presented the Grant Funding report which had been requested by the Chair, advising that she had apologised for being absent for the discussion. The Clerk advised the breakdown of some of the other Parishes grant funding. There was general agreement that the CWPC Grant Funding budget did not reflect a true picture of what the Council does for the community as there are several community projects funded by the Council that therefore appear under different budget headings. It was generally agreed that the Council should do more to publicise what was done for the community, whilst also noting that requests of funding had in the past generally been led by Councillors. The application form for funding from the Council, although present on the website was not readily visible.

**See Recommendation 1.**

## **17/09 LOCAL COUNCIL AWARD SCHEME**

The background and requirements for the different levels of award were discussed and it was noted that the Quality and Quality Gold Awards could now be applied for as the Clerk had obtained her CiLCA qualification. It was further noted that the publication requirements could be progressed in parallel with the work on the new website to ensure that the required documentation was present and up to date.

**See Recommendation 2**

## **17/10 AMENDMENT TO STANDING ORDERS TO REFLECT CHANGE IN HR PROVISION**

Cllr Jackie Worrall briefed Members on the background to the change being requested to Standing Orders to reflect the change in HR Provision.

**See Recommendation 3**

## **17/11 THE FOUR YEAR VISION**

The Four Year Vision for the P&R Committee was taken in priority order:

**South Lodge Refurbishment** – the Clerk advised that the Maintenance Schedule as produced, itemised and costed by the Surveyor, circulated to Members, would be included as part of the Office refurbishment

project as it would be more cost effective than progressing the works as a separate contract. It was noted that the Surveyor had met with the Clerk the previous day and was now drawing up plans. The Clerk would be going to see key officers at TRDC to discuss the Parish office lease renewal and the proposed refurbishment works. The possible length of lease was discussed, noting that the Bullsland Hall was on a 25 year lease whilst the Parish Office was only on a 7 year lease.

**Website** – Progress on the new website had been covered earlier in the meeting under minute 17/07

**Property Register** – it was noted that this was currently on hold .

**17/12 HEALTH & SAFETY**

The Electrical Testing reports for the Office and the Rangers Mess room were reviewed. It was noted that both reports had a satisfactory result and that the observations made would be addressed with the proposed refurbishment works.

**17/13 ACCIDENTS AND COMPLAINTS RECEIVED** – None received

**17/14 CLOSURE**

The meeting having started at 7.30pm closed at 8.59 pm

These minutes have been checked by the Chairman.

Signature            **Not yet checked by the Chairman**            Date..... ..

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

Signature .....            Date .....

## SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
PR 16/41	ACTION	A quote for the IT works required with the move was also requested and the quote to be brought back to the next meeting. <i>Ongoing</i>	Clerk
PR 16/45	ACTION	To obtain a copy of Christchurch School's insurance policy relating to the tarmac area of Christchurch Car Park <i>Completed</i>	Clerk
PR 16/41 & 45	ACTION	Cllr Raj Khiroya agreed to act as lead Cllr for the office Refurbishment project and assist with the insurance documentation aspects of the School issues. <i>Ongoing</i>	Cllr Raj Khiroya
16/64	Action	To provide a written procedure to explain the changed rules on Declarations of Interest and Dispensation for the next Full Council meeting <i>Completed</i>	Clerk
16/67	Action	To chase a response to the Christmas lights issue <i>Completed</i>	Clerk
16/70	Action	The suggestion for a transfer of money of £750 from the War Memorial Hall for the new website, to be put to the Halls Committee as many of the improvements are for the Halls. <i>Ongoing</i>	Clerk
16/70	Action	To convene a meeting of the Website working group with the Webmaster to progress the new updated website <i>Completed</i>	Deputy Clerk
16/72	Action	To write to TRDC and District Cllr Alex Hayward suggesting that the dates for the Local Area Forums be kept in the diary but that the need for the meetings be reviewed prior to the dates. <i>Completed</i>	Clerk
16/75	Action	To convene a meeting of the Property Register working party. <i>Ongoing</i>	Clerk
16/75	Action	To progress the necessary actions required to facilitate the move of the Council to the Common Room for it's meetings i.e. projector and soundproofing <i>Completed</i>	Clerk and Admin Officer
17/11	Action	The Clerk to see key officers at TRDC to discuss the Parish Office lease renewal and the proposed refurbishment works.	Clerk

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

At : 08:30

## Current Account

## List of Payments made between 01/04/2017 and 26/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2017	Mrs I watts	409955	0.03		Correction on Amount
03/04/2017	British gag	DD	27.59		Homecare- Boiler
03/04/2017	Affinity 4 Business	DD	490.30		Water Allotment DKL
03/04/2017	shire Leasing	DD	237.41		Telephone system Lease
05/04/2017	Came & Company	409951	2,074.60		Motor Insurance
05/04/2017	Three Rivers District Council	409952	663.00		Trade Refuse Collection
05/04/2017	Three Rivers District Council	409953	530.00		Refuse Collection -HY lawn Cem
05/04/2017	Three Rivers District Council	409954	193.00		Refuse Collection HY- BH
06/04/2017	Bank Instant Access Account	trans1	127,952.10		TMP
10/04/2017	co-op Credit Card	DD	417.12		Co-op Credit Card
18/04/2017	Mrs L Watts	409955			Salary
18/04/2017	409956	409956			Salary
18/04/2017	Mr A Goddard	409957	14221.41		Salary
18/04/2017	Mr P Palmer	409958		Total Salaries for April	Salary- April
18/04/2017	Mr C Watts	409959			Salary April
18/04/2017	Miss I H Hamilton	409960			Salary April
18/04/2017	Mrs C james	409961			Salary April
18/04/2017	Mrs y Merritt	409962			Salary April
18/04/2017	Mrs M Putman	409963			Salary April
18/04/2017	BT	DD	28.44		Parish - Broadband Line
18/04/2017	BT	DD	492.60		Parish Office- 2 Lines
18/04/2017	TRDC	DD	85.26		Cem - NNDR
24/04/2017	Inland Revenue	5746.48	5,746.48		Tax & NI
24/04/2017	Affinity 4 Business	DD	23.64		Water- south Lodge
24/04/2017	Affinity 4 Business	DD	46.74		Cem Water
25/04/2017	Herts County Council	409965	5,525.01		Superannuation
25/04/2017	War Memorial Hall	409967	5,000.00		Grant
25/04/2017	CPRE	409979	36.00		Membership Renewal
25/04/2017	Falon Nameplates LTD	409966	738.48		Mem Plaque Paton FN -194
25/04/2017	PHILEC	409968	254.75		Defib & Projector
25/04/2017	PHILEC	409969	100.00		Electrical Inspection RH
25/04/2017	PHILEC	409970	200.00		Electrical Inspection
25/04/2017	Institute of Cemetery Management	409971	90.00		Membership Renewal
25/04/2017	Neopost Finance LTD	409972	164.58		Quarterly Lease
25/04/2017	Watford Borough Council	409973	4,560.00		90111364/312/Watford Borough Co
25/04/2017	George Browns LTD	409975	72.10		Throttle Cable
25/04/2017	George Browns LTD	409976	109.99		Safety Harness strimmer
25/04/2017	George Browns LTD	409977	415.66		Tractor Repairs-Belt & Filter
25/04/2017	Banham Aegis Security	409978	753.60		Alarm Mant and Monitoring
25/04/2017	E.ON	DD	47.52		elec south Lodge
26/04/2017	E.ON	DD	52.65		Gas- South Lodge

<b>Total Payments</b>	<b>171,350.06</b>
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At : 15:55

## Current Bank Account

## List of Payments made between 01/04/2017 and 01/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/04/2017	Affinity Water	DD	162.67		Water- WMH
03/04/2017	E.ON	DD	2.23		Elec Bullsland Hall
05/04/2017	Co-op	DD	2.00		Credit Card
18/04/2017	Mr M Arnold	W403851			Salary- April
18/04/2017	Mr G Smith	W403852			Salary-April
18/04/2017	Mrs L Watts	W403853	1501.24		Salary- April
18/04/2017	Mrs m Putman	W403854	Total Salaries		Salary April
18/04/2017	TRDC	DD	13.90		Hollybush NNDR April
18/04/2017	TRDC	DD	17.47		Bullsland hall NNDR
18/04/2017	TRDC	DD	83.85		WMH - NNDR
24/04/2017	Affinity 4 Business	DD	18.39		Hollybush Hall Water
24/04/2017	E.ON	DD	65.25		Elec WMH
24/04/2017	BT	DD	28.44		Bullsland Hall Wifi
25/04/2017	Philec	W403858	100.00		British Legion EICR
25/04/2017	Philec	W403859	100.00		Bullsland Hall EICR
25/04/2017	Philec	W403860	100.00		Hollybush Hall EICR
25/04/2017	Philec	W40861	400.00		Memorial Hall EICR
25/04/2017	Inland Revenue	W403855	314.47		Tax & NI
25/04/2017	Herts County Council	W403856	741.24		Superannuation
25/04/2017	Mrs Loveridge	W403857	103.40		Refund WMH Booking
25/04/2017	E.ON	DD	13.52		Elec Bullsland Hall
25/04/2017	E.ON	DD	58.52		Gas WMH
25/04/2017	E.ON	DD	618.04		Elec - Hollybush Hall
25/04/2017	E.ON	DD	25.60		Gas - Bullsland
25/04/2017	E.ON	DD	-0.20		Input Error

<b>Total Payments</b>	<u>4,470.03</u>
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**Date: TUESDAY 27<sup>TH</sup> JUNE 2017**

**Subject: Height Restriction Barriers at War Memorial Hall Permissive Parking Area**

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**Committee Member:**

**Officer Contributors:** Deputy Clerk

**Status (public or exempt):** Public

**Wards affected:** All

**Enclosures:**

**Contact for further information:** Deputy Clerk

### **1. RECOMMENDATIONS**

- 1.1 That the Council consider the installation of Height restriction barriers at the entrance and exit ramps to the War Memorial Hall permissive parking area on the Common to reduce the risk of ingres of travellers to the common.
- 1.2 If the council agrees to 1.1, to then consider which quote to proceed with.

### **2. BACKGROUND INFORMATION**

The Open Spaces Committee has previously given a lot of thought to protection of the Common and implemented a number of measures to reduce the risk as far as possible of travellers gaining access to the Common.

The entrance and exit ramps at the War Memorial Hall permissive parking area were previously inaccessible due to their condition by travellers caravans and therefore access to the Common via this permissive parking area was not deemed to be a risk.

On the weekend of the 17/18 June 2017 however, two sets of travellers gained access to the parking area and set up residence, incurring costs of the court process to remove them. It is therefore evident that access to the Parking area now needs to be protected to reduce the risk of further travellers gaining access by this means. It is proposed that this is by the installation of height barriers at the top of the entrance and exit ramps which would remain locked unless legitimate access to the parking area was required.

It is also noted that at times builders vans use the parking area and the installation of height barriers might also prevent some of this abuse of the parking taking place.

Three companies have been approached for quotes and these quotes are detailed in Section 5. It should be noted that although the quotes state white paint, it is suggested that the vertical posts are painted green to minimise the visual impact on the Common.

### **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

None

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#### 4. RISK MANAGEMENT ISSUES

The barriers will be placed at the top of the ramps thereby reducing risk of them being damaged from the road or by vehicles entering or exiting the parking area. Placement at the bottom of the ramps could create a visibility issue for vehicles leaving the parking area.

#### 5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 The following quotes have been obtained:

##### Company A

To supply and fit 2no height restriction barriers to car park opposite golf course. Height of the barriers will be 2100mm. Width will be 1no 5000mm, 1no 6000mm. Posts will be supplied fr locking open. The barriers will be supplied painted white gloss

**Price: £1936 each barrier (plus VAT)**

##### Company B

Supply and erect new Steel barrier 6M wide x 2M high on 150mm x 150mm RHS posts  
Painted White  
Complete with Hold Back post  
With facilities for lock (Not included)

**Price: £3600 for two barriers (plus VAT)**

##### Company C

Quote to be provided

5.2 The current costs of eviction of traveller are £295.00 for the solicitor, £260 for assistant solicitors and £150 for paralegal costs per hour. Current Court fees are £355 for County Court for a possession order. It is estimated that the overall costs for a straightforward eviction will therefore be between £2,000 and £3,000, plus the costs of a processor and Officer time.

Costs for the removal of the travellers on this occasion as they were only present for about 24hours are expected to be in the region of.....?

#### 6. LEGAL ISSUES

The Council has the right to protect its land and therefore the installation of height restriction barriers to a vulnerable area would be deemed to fall under this right.

#### 6. LEGAL ISSUES

None

#### 7. RELEVANT PREVIOUS DECISIONS

None.

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# **Chorleywood Parish Council**

*Internal Audit Report 2016-17: Final update*

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*Adrian Shepherd-Roberts*

*For Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Chorleywood Parish Council.

This report sets out the work undertaken in relation to the 2016-17 financial year, which took place on 12<sup>th</sup> & 13<sup>th</sup> September 2016 and 17<sup>th</sup> January and 13<sup>th</sup> June 2017. At our first visit we also reviewed and verified detail of the War Memorial Hall Statement of Accounts for 2015-16, duly signing off the Independent Examiner's Certificate for submission to the Charity Commission.

## **Internal Audit Approach**

In undertaking our reviews for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained adequate and effective internal control arrangements. We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council. However, we identified one additional area at our final update visit where we considered that further improvements in the overall internal control environment are required. Detail of the matter identified during the course of the audit visit is set out in the body of the report, with the recommendation arising further summarised in the appended Action Plan and a subsequent note that the recommendation has been reviewed by Council.

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

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Return, having concluded that, in defined areas, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

**This report has been prepared for the sole use of Chorleywood Parish Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.**

# Detailed Report

## Maintenance of Accounting Records & Bank Reconciliations

The Council has utilised RBS Omega software for this financial year 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 structures are in place;
- Agreed the year's opening balances to those reported in the closing Trial Balance and Annual Return for 2015-16;
- Reviewed the current account bank reconciliations as at 30<sup>th</sup> April, 31<sup>st</sup> July 2016 and 30<sup>th</sup> November 2016 and 31<sup>st</sup> March 2017 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 March 2017 between the cashbook and Co-op bank statements, inter account transfers; and
- Checked and agreed each "sweep" transfer between the current and business premium account for the year to 31<sup>st</sup> March 2017.

### *Conclusions and recommendation*

*No significant issues arise in this area, however, further training was discussed at our first interim visit with the Clerk and arrangements are being made to effect a further days training with RBS Rialtas, the software provider.*

*At our first visit, we also considered and recommended that it would be best practice to have the cashbook analysis, bank account reconciliations and purchase ledger for both the Parish Council and the War Memorial Hall managed by one member of staff with an independent check completed by another member of staff.*

*R1. For best practice the cashbook analysis, bank account reconciliations and purchase ledger should be managed by one member of staff with an independent check completed by another member of staff. We note that this is now being undertaken.*

## 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 completed our review of the full Council and Standing Committee minutes for the financial year to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist; and
- We noted at our previous audit that both Standing Orders (SOs) and Financial Regulations (FRs) were reviewed and approved by Full Council in November 2015 to include the new Procurement Guidelines (Issued April 2015).

### *Conclusions*

*We are pleased to report that no issues have been identified in this area warranting further comment.*

## **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;
- To ensure compliance with the above criteria, we have selected a sample of payments processed in the financial year to March 2017 including all those individually in excess of £2,000 together with every 30<sup>th</sup> payment with 38 examined to March 2017 totalling £153,462 equating to 50% of total non-pay related expenditure.

In relation to VAT, we note that electronic return submissions (as required by extant legislation) continue to be made. We have verified the submissions to the underlying control account for the year ending March 2017.

### *Conclusions*

*There are no issues arising in this area to warrant formal recommendation. We have ensured that VAT balance is accurately recorded in the year end debtors.*

## **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 approved by Policy & Resources Committee in April 2016; and
- At our first visit for 2016-17 we 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.

### **Conclusions**

*No issues have arisen in this area warranting formal comment or recommendation currently with appropriate insurance cover in place.*

## **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.

The precept was formally adopted for £450,000 at the January meeting of Full Council. We note that that there will not be a Council Tax Support Grant for 2017-18.

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.

We have also noted that the Council are in receipt of Community Infrastructure Levy money which is currently held in General Reserve. Discussions with the Joint Practitioners' Advisory Group (JPAG) and NALC are due to take place regarding the accounting treatment for this type of funding, to decide if it should be classed as a deferred liability or an earmarked reserve. NALC will publish a binding ruling later in the year which will define the treatment for accounting purposes.

Finally, at this year-end visit, we note that Total Reserves as at 31<sup>st</sup> March 2017 stood at £368,895 comprising specific earmarked items totalling £164,554 with a residual General Fund balance of £204,341 which equates to approximately 3 months of expenditure at current levels. We would however consider that Council should identify in the accounts and on the Balance Sheet the specific earmarked reserves.

### **Conclusions and recommendations**

*There are no significant issues in this area, however, we consider that The Council should clearly identify their Earmarked Reserves.*

*R 2. For clarity, the accounts and balance sheet should specifically identify Earmarked Reserves.*

## 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.

In relation to burials, we have reviewed the Interment Register, Exclusive Rights of Burial and Memorials records examining a sample of entries, relating to each area, to ensure that each is supported by all the relevant and legally required documentation and that the appropriate fees have been levied and recovered within a reasonable time period.

### *Conclusions*

*There are no issues arising in this area to warrant formal recommendation.*

## 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 which includes the £50 held in respect War Memorial Hall at this visit to ensure that the systems continue to operate effectively, also verifying the receipts and 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 2016;
- 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.***

## **Asset Registers**

The Governance and Accountability Manual requires all Councils to maintain a Register of Assets and we are pleased to note that the Clerk continues to prepare suitable documentation to meet this requirement, including a more detailed inventory listing for the smaller value items, for example tools and office equipment.

We are also pleased to note that, in accord with the revised Practitioners' Guidance in this area, these schedules have been appropriately updated with the current year's additions and disposals only, with no depreciation or "uplift" in value to reflect insurance policy inflationary increases.

As a result, we have verified the disclosure value of fixed assets in Section 2 of the Annual Return to the total of the registers.

### **Conclusions**

***There are no issues arising in this area to warrant formal recommendation.***

## **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 for the year, together with accumulated gross interest with no issues arising. The Council has no loans either repayable to or by it.

### **Conclusions**

***There are no issues arising in this area to warrant formal recommendation.***

## **Statement of Account and Annual Return**

The 1996 Accounts and Audit Regulations (as amended periodically) require all Councils to prepare annually a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We have examined the Council's procedures in relation to the preparation of the year-end detailed Accounts and Annual Return data, also examining and verifying the soundness of the arrangements for the identification of year-end debtors and creditors with no issues arising.

***Conclusions***

***No significant issues have arisen in this review area and, on the basis of work undertaken during the year across each of the above detailed review areas, we have duly signed off the Internal Audit Certificate of the Annual Return, assigning positive assurances in each relevant category.***

## Action Plan

Rec. No.	Recommendation	Response
<b>Maintenance of Accounting Records &amp; Bank Reconciliations</b>		
R1	For best practice the cashbook analysis, bank account reconciliations and purchase ledger should be managed by one member of staff with an independent check completed by another member of staff. We note that this is now being undertaken.	
<b>Budgetary Control &amp; Reserves</b>		
R2	For clarity, the accounts and balance sheet should specifically identify Earmarked Reserves.	

# **Chorleywood Neighbourhood Development Plan**

## **Steering Group Terms of Reference**

### **1. Background**

In 2014 discussions were held between Three Rivers District Council and Chorleywood Parish Council in light of the Government's proposed changes to the planning system, enabling communities to produce either a Neighbourhood Development Plan or alternatively a Neighbourhood Development Order. It is intended that this process will enable communities to actively influence land use and development, as part of statutory planning. The Parish Council felt this could be an opportunity to shape future development in the area whilst safeguarding and enhancing what is valued. Following various discussions and meetings a Steering Group was established to oversee the process of preparing a NDP, within the context of the TRDC Local Plan.

### **2. Purpose**

The Steering Group's purpose is to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful community referendum and ultimately be adopted by TRDC and become planning policy.

### **3. Principles**

- That the Steering Group will utilise the results of the Parish Survey as published in January 2015 from which to build the Neighbourhood Development Plan.
  - That the Steering Group will give or encourage those who live in the five parishes the opportunity to inform and shape the process e.g. through taking part in the consultation process.
  - That the Steering Group will make this a positive and constructive process.
- That ultimately it is intended to take a holistic approach that will improve quality of life and strengthen the community.

### **4. Tasks and Activities**

- Work with the Parish Council and ensure that they are fully informed throughout the process, and appropriate decisions referred to them when applicable;
- All key decisions must be mutually agreed by the Steering Group and Parish Council – hence the need to ensure communication is effective and appropriate;
- Prepare a project plan to set out how they will create a NDP;
- The project plan should contain a timeframe to focus activity and to aid planning;
- Publicise the intention to produce a NDP, to inform and engage the community, and publicise all subsequent activities and progress;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information;
- Establish and understand the needs of residents and what the long term vision or aspiration is;
- Decide upon and, if required, set up sub-groups (or theme groups) to gather statistics, information and views, subject to this being agreed and delegated by the full steering group;
- Liaise with residents, partners and stakeholders throughout the development of the NDP;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of the residents;
- Analyse the available information to prepare the draft and final NDP;
- Produce notes/minutes from Steering Group meetings and circulate to Parish Council and Steering Group members (and others as agreed to be appropriate e.g. support staff);
- Set up a mechanism to inform interested residents of progress e.g. monthly updates by email. Encourage residents to sign up to this;
- Actively publicise the draft NDP prior to the Referendum;
- Agree financial arrangements and budget with Parish Councils.

## **5 Membership of Steering Group**

- The Steering Group should consist of five members
- A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest;
- The Steering Group shall be quorate when at least half of the members attend;
- Parish Councillors, as well as other agencies appointed by the Council to support the process will be voting members of the Steering Group. Other Councillors, Officers or members of the public are able to attend meetings and contribute to the discussions as required.

## **6 Roles within Steering Group**

The Steering Group shall elect a Chair, Vice Chair and Secretary.

If the Chair and Vice Chair are unable to attend a meeting then a temporary Chair (selected from the Steering Group members) will be elected for that meeting.

The Secretary will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate.

## **7 Steering Group Meeting Arrangements**

- The Steering Group (and sub or theme groups) shall meet regularly and as necessary;
- The public can observe the meeting and speak at the Chairpersons discretion;
- Decisions from sub or theme groups should be relayed back to the full Steering Group for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific Steering Group meeting to give a presentation and/or discuss their interest in the proposed NDP;
- A list of Steering Group members and contact details shall be maintained.
- Details of, and any changes to, the Steering Group membership will need to be notified to, and agreed by the Parish Council.

## **8 Finance**

- Expenditure to be agreed by majority decision by the Steering Group.
- Finance decisions will need to be recorded in the minutes and notified to the Parish Council.
- Expenditure must fall within the level of funds held by the Parish Council in respect of the Chorleywood NDP who will supply financial updates in order to make appropriate financial decisions.
- If expenditure is desired in excess of the funds available, this will need to be decided upon and agreed by the Parish Council.

## **9 Changes to the Terms of Reference**

Any amendments to the terms of reference may be made at a Steering Group meeting and agreed by the majority of the Steering Group members. Amendments to be notified to and agreed by the Parish Council.

## **10 Dissolution of the Group**

The members will agree by a majority vote at a Steering Group meeting, to call a Special General Meeting for the sole purpose to dissolve the group.

Upon dissolution of the group any remaining funds shall be used to fund projects set out in the Chorleywood Neighbourhood Plan for the benefit of the community. No individual member of the group shall benefit from the dispersal.

The Terms of Reference was adopted at a Parish Council meeting held on 19<sup>th</sup> April 2016.