

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in South Lodge, Rickmansworth Road, Chorleywood, on
Tuesday 6th February 2018**

MEMBERSHIP & ATTENDANCE

Chairman: * 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

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

17/69 PUBLIC FORUM

There were xxx members of the press and public present.

Three members of the public wished to speak at the meeting.

C.A.A Kilminster spoke about the 336 bus service to Cedars Village
Jenny Pardington spoke about the 336 bus service to Cedars Village
Michael Hyde sent his condolences on the Death of the Parish Ranger and wished the Clerk to expand on her item in the Clerks report relating to the Play area.

The debate following the presentation relating to the 336 bus route was brought forward at the discretion of the Chair but for continuity is minuted in consecutive order

17/70 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

The Chair read out a letter from TRDC Cllr Heather Kenison outlining what she has done and ongoing suggestions regarding the 336 bus and Cedars Village.

17/71 APOLOGIES FOR ABSENCE

Apologies were received from Martin Trevett, Jenny Wood and Cllr Sarah Wright was absent. It was noted that Cllr Khiroya would be arriving later as he had attended a deferred TRDC Planning Meeting. The Chair voiced her dismay at the tone of the response from the Chair of the Planning Committee following a polite request asking for the Chorleywood item to be brought forward on the agenda to allow Cllr Khiroya to attend the Parish Council Meeting

17/72 DECLARATIONS OF INTEREST AND DISPENSATION

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

17/73 APPROVAL OF MINUTES

17/53 Public Forum – It was noted that the Parish Council had refused applications from TRDC on two occasions for a play area to be placed on Chorleywood Common in 2013 and 2016, and not 2015 as reported.

17/66 Annual Return – the final sentence should be struck off as it bore no relevance to the report.

The Council

RESOLVED

That subject to the amendments above the minutes of the Full Council Meeting of the 5th December 2017 be approved at a true and correct record .

These were duly signed by the Chair

17/74 MATTERS ARISING FROM THE PREVIOUS MEETING

17/63 Committee Minutes

Planning 28th November 2017 17/109 – Homefield Road Hedge

It was noted that a letter of complaint had been sent to TRDC from the Planning Committee but that there was a dispute between what members of the public attending the meeting and TRDC officers attending thought had happened. A follow up letter was to be issued stating concern about the physical removal of the hedge and the lack of protection of the historical boundary

The meeting was suspended between 7.56 and 7.59 to allow members of the public to leave.

17/75 CHAIR'S ANNOUNCEMENTS

The Chair advised that she had attended the RVS luncheon with the Halls Administrator to hand out small Christmas gifts for the attendees.

She also advised that the funeral of the Parish Ranger Daniel Dynes would take place that week and that the office would be closed on that day.

17/76 QUESTIONS UNDER STANDING ORDER 9

The Council considered the question posed by Cllr Liley. It was noted that the Parish Council had not been formally approached regarding the boundary changes or the election process. It was noted that the cost of the two elections would fall to the parishioners and the bill was likely to exceed £20,000 per election.

The Council

RESOLVED

That the Clerk writes to the MP David Gauke putting the facts before him, advising the Parish Council was not consulted, and the additional costs to the Parishioners asking for intervention or assistance

This was proposed by Cllr Worrall, seconded by Cllr Watkins and unanimously agreed.

17/77 CLERKS REPORT

The Clerk highlighted the following items:

Data Protection – The Clerk advised that there was to be a meeting with all the Parish Councils within Three Rivers to see if a Data Protection Officer could be engaged to deal with all six Parishes, therefore creating economies.

Computers – The Chair advised Members of the downtime recently experienced due to failures within the antiquated IT system and suggested that this should be addressed as a matter of urgency. It was noted that Cllr Marshall had agreed to assist the Clerk on this project moving forward.

Play Area - It was suggested that following recent publicity and school visits that the play area on site 15a was a 'done deal'. The Clerk advised that following a number of complaints TRDC were creating a new set of FAQs to address these issues.

The Clerk also advised that a great deal of her time was being spent on assisting TRDC with information and data in publicity materials that were either incorrect, misleading or in some cases illegal. This situation put her in a difficult position. It was agreed that in future any further requests should be referred to the Open Spaces Committee.

The Council

RESOLVED

To note the report.

17/78 COMMITTEE MINUTES

The minutes were agreed as per the reports with additional comments on the minutes below

P&R 23rd January 2018 – Recommendation 1 17/59 Precept 2018/19

The Chair advised that there had been a great deal of discussion at the P&R meeting regarding the precept and what would be required for the forthcoming year. This included moneys for the implementation of the Data Protection Regulations, Election costs and increase in PCSOs fees.

The Council

RESOLVED

To increase the precept by 4% to £468,705 putting the additional £5,000 towards the immediate costs of the new asset. This equated to £75.96 per band D equivalent, an increase of £2.96 per annum or 5.6p per week.

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

This item had been taken earlier on in the meeting at the discretion of the Chair, to allow the members of the public to leave.

Planning 30th January 2018 17/154 - 336 Bus Route - Cedars Village

RECOMMENDATION 1

Members considered the details from the public forum

The Council

RESOLVED

- That the Parish Council writes to Carousel Bus Company detailing their concerns, requesting a survey to last for at least six months to collect accurate usage figures and suggesting a public meeting.
- The Parish Council to write to County Councillor Cllr Chris Hayward and County Councillor Cllr Ralph Sangster for support and assistance with this issue.

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

Cllr Khiroya joined the meeting at 8.30pm.

17/151 Flawed Formula for Housing Need. – It was noted that this information was to be shared with the Neighbourhood Development Planning Committee.

Chiltern Hills Golf Course Green Street - application No. Ch/2017/2292/FA had been forwarded to the Parish Council for an application to build a clubhouse including staff accommodation with associated hard standing for car park. The Planning Committee fully supported Chenies Parish Council's response to Chiltern District Council. Concern was raised for the residents of Greenbury Close, if the project was to go ahead.

Ambledown Chorleywood Road Planning number 17/2525 –Demolition of existing dwelling and construction of a replacement six bedroom dwelling.

Cllr Khiroya advised that committee that TRDC Planning Committee had just approved the application which had been supported by TRDC Cllr Kenison , however it was passed with conditions that the property be restricted to a single dwelling for one family and not be converted into the Home of multiple occupancy.

17/79 ACCOUNTS FOR PAYMENT

The Council
RESOLVED
To note the report.

17/80 CALENDAR OF MEETINGS

It was suggested that the planning meeting scheduled for 1st May 2018, be brought forward to the 24th April 2018. It was agreed that this would still comply with TRDC meeting schedule.

The Council
RESOLVED
That subject to the above alteration that the Calendar of Meetings for 2018/19 be approved.

This was proposed by the Chair and carried unanimously.

17/81 FINANCIAL RISK ASSESSMENT AND EFFECTIVENESS OF INTERNAL AUDIT

The Council noted the inclusion of the new General Data Protection regulations within the Financial Risk Assessment. Members also discussed the effectiveness of the internal audit

The Council
RESOLVED
That the Financial Risk Assessment be approved for the forthcoming year
That the Council were satisfied with the scope, independence, competence, relationships, audit planning and reporting of the internal auditors.

17/82 NEIGHBOURHOOD DEVELOPMENT PLAN

The Council
RESOLVED
To approve the timeline for the Neighbourhood Development Plan

17/83 CLOSURE

The meeting started at 7.30pm, closed at 9.06 pm

These minutes have been checked by the Chairman.

Signedagreed via email..... Dated26.2.18.....

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

SignedDated.....

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
FC 16/29 Office Refurbishment	Action	A project plan for the planned activities for the refurbishment of the Office to be provided. <i>Superseded: Cllr Raj Khiroya appointed as lead councillor for the project. Now superseded by the resolution under 17/50</i>	The Clerk
FC 16/65 Committee Mins OS 17/1/17	Resolution	Chorleywood Common Nature Trail That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy. <i>Ongoing Wildwood Dens completed, carvings commenced, Notice boards to follow when carvings in place</i>	Clerk
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 2 Local Council Award Scheme	Resolution	That the Council works towards accreditation at the Quality Award level of the Local Council Award Scheme with Cllr Jane White as the Lead Councillor <i>Ongoing</i>	Cllr Jane White , Officers
FC 17/46	Resolution	That the paper put forward by Cllr Stuart Marshall in response to the Local Plan issues and Options and Call for sites be adopted by Full Council as the Council's formal response to the consultation. <i>Completed</i>	The Clerk
FC 17/52	Resolution	That a working party of Cllrs Tony Edwards, Raj Khiroya, Rodney Kipps, Jill Leeming and Jane White be created to look in more detail at the feasibility study and come up with recommendations reporting in the first instance to the P&R Committee. <i>ongoing</i>	Cllrs, Edwards, Khiroya, Kipps, Leeming and White
FC 17/78	Resolution	That the Clerk notify TRDC regarding the precept	The Clerk
FC 17/79	Resolution	That the Clerk write to Carousel regarding the 336 bus route to Cedars Village and to the County Councillors	The Clerk

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

CHORLEYWOOD PARISH COUNCIL

FULL COUNCIL MEETING

Agenda Item 10

Date: TUESDAY 27th MARCH 2018

Subject: CLERKS REPORT

General Data Protection Regulations –Further training has been undertaken and the P&R committee will have discussed the way forward. Officers are now in the process of assessing the data and also getting together a directory of forms that hold personal data for the company to inspect.

Elections – Training has been undertaken by the Clerk. A letter has been written to our MP David Gauke with a holding letter in response regarding payment of election fees next year.

Remembrance Weekend 2018. – Work on this project will commence in the near future. The Film Club have agreed to be involved in the event with a suitable film being shown on the Friday night.

Website – The new website will go live on 1st April 2018 the finishing touches currently being undertaken.

South Lodge – TRDC have advised that they wish to charge £10,000 PA for South Lodge. The Clerk has engaged a Surveyor who specialises in Tenants and Leaseholder issues who is looking at all the factors, including the documentation that states that TRDC must provide accommodation to the Parish Council in perpetuity. He will report back to the Council.

A planning application has been issued to TRDC planning for the internal works and disability access. There is now some debate as to whether TRDC will be responsible under the new lease for the disability access – as they as landowners will be responsible to ensuring the building is disability compliant.

Computers – The Clerk and Cllr Marshall are looking at the Computer contract and drawing up a new specification to suit the office needs. This will include an online booking system for the Halls.

Staffing – Adverts have gone out for the Conservation Ranger and Parish Ranger posts with a closing date of 23rd March. So far there have been a good number of candidates. Interviews will take place after Easter.

Common – There has been damage caused by parked cars outside Appletree Dell. Co-operation from the owner of the properties has alleviated the problem, and it is envisaged that the ground will recover over time.

Works are almost completed at Old Common Road; reinstatement of the Common will be undertaken once the weather improves with financial contributions from residents.

Tractor Shed – The doors on the tractor shed are in a poor state of disrepair. The hinges on the doors have buckled making the doors drop and making it very difficult for the doors to close. Numerous

repairs have taken place over a period of time. The Rangers have cut their hands on numerous occasions trying to lock and unlock the doors. The work to replace the doors is specialist; however a quotation has been obtained to carry out the following work

- Take down existing doors , maintain security during period of work
- Supply and erect double leaf gates 10' high with unequal leaves of 11' and 4' wide.
- Clad box framework with 3mm steel sheet and weld in.
- Box hinges and locking mechanism.
- Paint red oxide and black
- Hang on 2 x 100 x 100 mm box section posts raw bolted to the floor and building.

For a sum of £3480.00

There is currently £72250.00 in the capital budget for Open Spaces

Members are asked to agree that this work is carried out as a matter of urgency under Health and Safety grounds.

For Decision

Green Space Action Plan – The draft plan is now available and is out for consultation. The Clerk and Chairman of Open Spaces are to give a presentation at the Friends of the Common AGM.

Play Space – A site meeting will be arranged for 4th April 2018.

End of Year – Work has commenced for the end of financial year process. The finance company will be coming on the 16th 2018 May to close the books.

Nature Trail – The second phase of the carving has been held up due to weather conditions. Letters have been issued to those who have shown an interest in having a plaque on the memorial tree.

Village Day – application forms are being returned. There has been a clash of dates with the Classic Car Show which was due to take place on the same day. It was agreed that having two events using the House Estate would not help either event. The organisers of the Classic Car Show have agreed to cancel their event, but have asked for a charitable donation to be made by the Parish Council on their behalf in the way of compensation.

Memorial Garden Main Parade – The Clerk has been working with Chorleywood Residents Association to get permission for the CRA to put in a Memorial Garden on the corner of Main Parade. This has been agreed at Committee level and work is now being organised.

Neighbourhood Development Plan – Work continues with the plan. The first round of consultation has been completed and an initial response is expected from TRDC in the near future. The Clerk and Councillors are attending a free training course in London in April.

Training undertaken and outside meetings attended since the last meeting

General Data Protection Regulations

Elections – HAPTC

SLCC quarterly meeting

Joint Committee of Parish Councils in Three Rivers

Christmas lighting and Hanging Baskets seminar at HCC

Cricket Club Meeting

Dates for your Diary

Election 3rd May 2018

French Market 13th May 2018

Village Day 14th July 2018

Remembrance Weekend 8th – 11th November 2018

Quiz Night 17th November 2018

**REPORT OF THE NEIGHBOURHOOD DEVELOPMENT PLAN ADVISORY COMMITTEE
HELD ON 7th FEBRUARY 2018**

MEMBERSHIP & ATTENDANCE

Chairman: * Vivien Lantree (VL)

**Councillors * Steve Watkins (SW)
 * Jackie Worrall (JW)**

Committee Members

*** Jon Bishop (JB)
 Peter Dixon (PD)
 Gareth Hunt (GH)
* Robert Mann (RM)
* Alan Manson (AM)**

* Denotes members present

Officers present Yvonne Merritt – Clerk (YM)

Action Points and updated Draft Plans are issued with each set of minutes.

17/35 APOLOGIES FOR ABSENCE

There were apologies for absence from Peter Dixon & Gareth Hunt.

17/36 APPROVAL OF THE MINUTES

The minutes of the meeting dated 31ST January 2018 were approved as a true and correct record.

17/37 MATTERS ARISING FROM THE MINUTES

There were no matters arising

17/38 POLICY FOCUS – TO REVIEW THE FOLLOWING DRAFT DOCUMENT

1. **Background** – it was agreed that this history of the area should be included in the background going back about 150 years. JB to ask the U3A for a section on the plotted history of Chorleywood.
2. YM to insert a map of the area in annex A
3. Policy 1 pg 7- add a policy on electric car points, pg 4 indent footnotes, pg 5 JB to add project detail, pg 7 re-order policies
4. Policy 3 pg 11, JB to mention Heronsgate Conservation Area
5. Policy 5 – take out highlighted areas. Add 5.3 policy related to commuted payments. Pg 19 add a blue line for the 0-14.

6. Policy 10 – pg 26 – format policies –JB , 10.1 Phillips Hill to be removed and Hillias Wood to be added. Also add Grovewood and Warings Field.

17/39 AOB

It was agreed that once the amendments had been made JB would format it and it would be shared with the relevant bodies from the following Monday. A word copy would also be sent to TRDC. It was agreed that the closing date for comments would be 16th March.

17/40 CLOSURE

The meeting having commenced at 7.30 pm closed at 9.15pm.
The date of the next meeting was set for 20th March 2018 at 1.30pm, South Lodge.

Signedagreed by Chairman..... Date3.3.18...

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

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

**REPORT OF THE PLANNING COMMITTEE MEETING
ON TUESDAY 27th FEBRUARY 2018
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 was 1 member of the public present.

17/159 APOLOGIES FOR ABSENCE

No apologies for absence were received

17/160 DECLARATIONS OF INTEREST AND DISPENSATION

18/0097/FUL - Cornerstones, Burfield Road - Cllr Geoffrey Liley declared an interest in plan 18/0097 as a neighbouring property but was awarded dispensation as he had no personal interest in the application.

17/161 APPROVAL OF THE MINUTES

The Committee

RESOLVED

That the minutes of the meeting of the 30th January 2018 be approved as a true and correct record.

17/162 MATTERS ARISING FROM THE MINUTES

Cllr Jackie Worrall asked if the letter had been sent to the bus company regarding the 336 bus route for Cedars Village. The Officer advised that it was being worked on.

17/163 LETTERS OF OBJECTION/EXPLANATION

No letters received

17/164 PLANNING APPLICATIONS

The Committee

RESOLVED

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

17/165 PLANNING APPEALS

There was one planning appeal this month, which was noted.

17/1668/FUL - Casalena, Colleyland, Chorleywood -

17/166 APPLICATIONS FOR WORK TO BE CARRIED OUT ON TREES

The Committee

RESOLVED

To note the tree applications.

17/167 PLANNING APPLICATIONS DECISIONS RECEIVED

The Committee

RESOLVED

To note the planning decisions received for the period ending 20th February, 2018.

17/168 URGENT ITEMS

Waste Local Plan Initial Consultation

The Committee members viewed the consultation and advised that they would forward any objections back to the Officer, if they have any.

17/169 COMMUNITY PLAN & NEIGHBOURHOOD PLAN

Cllr Jackie Worrall advised that the first draft of the Neighbourhood plan had been forwarded to all Councillors for their comments. A copy had also been sent to Claire May at TRDC to peruse the contents of the plan and return her comments to the Neighbourhood team.

Most comments received back so far have been positive. Chorleywood Parish Councillors will be updated at the Full Council meeting on 19th April, 2018.

The feedback has to be received by the Neighbourhood Committee by the 16th March 2018. Whereupon, the Committee will then review the comments.

17/170 LICENCE APPLICATION –

The Committee viewed the Licence Consultation and had no problem with the content.

17/171 TRANSPORT

Hertfordshire Traffic and Transport Data Report (based on 2016 data)

The Committee noted the report and it was then forwarded to the Neighbourhood Plan team who felt it would be valuable to their members.

17/172 FOUR YEAR VISION

The Committee were advised that a letter had been forwarded to Cllr Ralph Sangster regarding 'the footpath to be placed along Pheasants Wood, Berry Lane'.

17/173 ATTENDANCE AT TRDC DEVELOPMENT MEETING

Cllr David Raw will attend the Development Control Meeting on Thursday 22nd March 2018, at Three Rivers District Council.

17/174 CLOSURE - The meeting having started at 7.35pm and finished at 8.55pm

SignedAgreed via e-mail..... Date12-3-18.....

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

Signed Date

**REPORT OF THE OPEN SPACES COMMITTEE
HELD ON 6th MARCH 2018**

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 Yvonne Merritt – Clerk

There were four members of the public present.

Before the meeting commenced the Chairman thanked everyone for their service over the last four years, and stated that following the election it would be important to get someone on the Committee who would be prepared to take on, in time the role of Chairman. He stated that he had served on the Committee for eight years but there was still a great deal to learn. He hoped that the new Councillors and re-elected would take on this task.

The Chairman had suspended the meeting to allow Greg Hill representing Friends of the Common to speak. He advised that in principal FoCC were not opposed to the organised children's parties on the Common as long as safety was being managed.

With regard to the request for foraging courses being held on the Common FoCC were again not opposed to the suggestion but felt that a list of species should be given beforehand and that the Council should be able to reserve the right to say no if there was an issue with sustainability.

David Hiddleston addressed the committee on item 12. Memorial Garden which was discussed at the time, however for continuity this is minuted according to the agenda listing.

The Chairman reconvened the meeting.

17/79 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllrs Raj Khiroya, and Martin Trevett

17/80 DECLARATIONS OF INTEREST AND DISPENSATION

None

17/81 APPROVAL OF THE MINUTES

The meeting was suspended to allow Ann Pearson to speak regarding the minutes relating to the British Horse Society. The rationale was explained and the meeting recommenced.

The Committee

RESOLVED

That the minutes of the Open Spaces Committee meeting held on 9th January 2018, be approved as a true and correct record.

17/82 MATTERS ARISING FROM THE MINUTES

17/70 Green Space Action Plan - The Chair advised that a meeting had taken place with the CMS to discuss the GAP, it was envisaged that the draft would be going out for consultation within the next two weeks. The Chairman and Clerk would be presenting the GAP at the FoCC AGM later in the month.

17/75 Ice Cream Concession on Chorleywood Common - The Clerk advised that adverts had gone out on social media with some response.

17/83 FINANCIAL COMPARISON STATEMENT 2017/18

The Committee

RESOLVED

To note the report

17/84 OFFICER'S REPORT

The report was considered in detail.

Permissive Parking Areas- Members considered the details within the report and agreed that the signage could be misleading.

The Committee

RESOLVED

To approve the recommendation to order new signs for the permissive parking areas stating that the parking scheme enforcement is Monday to Friday

This was proposed by the Chair and unanimously approved

Allotments – It was noted that the use of Beehives in the allotment sites had been very positive and the introduction of new hives were welcomed.

Parish Paths – The Chairman updated Members on the progress of the Parish Path walks and advised that work was progressing.

The Committee

RESOLVED

To note the report

ALLOTMENTS

17/85 OCCUPATION

The continued availability of allotment plots at all sites was noted.

The Committee

RESOLVED

To note the occupation

17/86 WAITING LISTS

The Committee

RESOLVED

To note the details on the waiting list.

LAWN CEMETERY

17/87 INTERMENTS

The Committee

RESOLVED

To note the number of interments that had taken place.

COMMON AND GROVEWOOD

17/88 ORGANISED CHILDRENS PARTIES ON CHORLEYWOOD COMMON

The Clerk expressed concern about the idea of children 'digging' on the Common as this would send the completely wrong message and was something that from a conservation point of view should not be encouraged. Concern was also expressed regarding Risk Assessments which should be area specific. It was agreed that the organiser would be called in for a meeting, with the Clerk and Chairman, to discuss the issues and agree parameters.

The Committee

RESOLVED

To delegate the decision to the Chairman of Committee and if agreed to set the hourly rate at £30.00 per hour.

That the parties would be monitored and agreed on by application for each party.

17/89 FORAGING COURSES

The Committee discussed the proposal and suggestions from Friends of Chorleywood Common. Concern was expressed that this could lead to people coming back and taking herbs and fungi, however the Clerk advised that this happened anyway. Hopefully with a better understanding of sustainability this could be beneficial.

The Committee

RESOLVED

To give permission for foraging courses to be held on Chorleywood Common, but that this should be done in a sustainable way.

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

17/90 MEMORIAL GARDEN

Members discussed the problems the Chorleywood Residents Association had with Herts County Council. Members were concerned about the underground services, but were assured that the landscaping would be surface only. Cllr Leeming requested an additional bench as she felt that a seating area would be used, and therefore one bench would not be sufficient.

The CRA have agreed to the following

- that they will adhere to the HCC recommendation that no planting is above 450mm around the highway edge
- That any steppingstones are laid in such a fashion as not to create a direct pathway from the highway
- that the CRA will oversee the delivery of plants, materials and planting of the scheme
- That the ongoing maintenance will be organised and carried out by the CRA or their chosen contractor at no cost to the Council
- That the Parish Council gets full recognition on all media and publicity information as supporters of the scheme.
- That an additional bench is purchased, budget permitting.

After discussion

The Committee

RESOLVED

To underwrite the Memorial Garden Project carried out by the CRA with the above named conditions.

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

GENERAL

17/91 FOUR YEAR VISION

Parish Paths – The Chairman wished to thank the Parish Paths group for all the work that had been carried out. Over 40 paths have now been surveyed, some being just cut throughs, however the more major paths were being constructed into circular walks which would be advertised on the website. .

It was agreed that the completion date be changed to April 2018.

Junior Rangers – The Chairman asked if this was still continuing. A member of FoCC stated that he would find out.

The Committee

RESOLVED

To note the report

17/92 HEALTH AND SAFETY

There was nothing to report on this item.

17/93 CLOSURE

The meeting having commenced at 7.30 pm closed at 8.40pm.

Signed agreed by the Chairman

Date 20.03.18

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	ACTION REQUIRED	BY WHOM
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. <i>Ongoing: target the Spring issue of Chorleywood Matters</i>	Cllr Raj Khiroya
OS 16/89 & 17/06	Action	To arrange a parish paths meeting to move the leaflet forward. A meeting to be held with the residents who had volunteered to assist with documenting the parish paths in Chorleywood. <i>Ongoing: Action points combined and progress update to be given at next meeting</i>	Deputy Clerk
OS 17/06	Action	Formal letters to be sent to Sky Vision and the local Taxi company that were abusing the parking arrangements in the permissive parking areas. <i>Ongoing: . Cllr Martin Trevett advised that he was trying to get the parking restriction signage replaced outside the station.</i>	Clerk / Cllr Martin Trevett
17/35	Action	To advise and explain the legislation covering cycling on the common to local schools for further dissemination and use social media and the Parish Council website to further support this action to discourage cyclists from using the Common. <i>Ongoing – items under the new common code of conduct would cover this with appropriate signage</i>	Clerk
17/35	Action	A tool to report issues with Parish Paths be built into the new Parish Council website currently under development. <i>Ongoing</i>	Deputy Clerk
17/70	Action	Clerk to arrange a meeting with the Church and School to discuss the tarmac area on the Common- <i>carried out via email – complete for the time being</i>	Clerk
17/74	Action	Send the information from the Butterfly and Moth Survey to the HBRC and Butterfly Conservation.	Deputy Clerk
17/75	Action	Advertise for a refreshment concession for	Admin Officer

		the Common on Social Media Outlets – <i>carried out closing date 23rd March 2018</i>	
17/84	Action	Order new signage for the Permissive Parking Areas	Deputy Clerk
17/88	Action	Arrange a meeting to include Chairman and Clerk to discuss parameters for Children’s parties on the Common	Clerk
17/89	Action	Advise organisers of the foraging courses of parameters including sustainability	Clerk
17/90	Action	Contact HCC with regard to licence to work in the Memorial Garden	Clerk

**REPORT OF CHORLEYWOOD VILLAGE HALLS MANAGEMENT COMMITTEE
MEETING ON TUESDAY 13th MARCH 2018**

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

17/51 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Carol Kristian, Martin Trevett and Jane White

17/52 DECLARATION OF INTEREST AND DISPENSATION

There were no declarations of interest

17/53 APPROVAL OF THE MINUTES

The Committee
RESOLVED

The minutes of the meeting dated 16th January 2018 were approved as a true and correct record.

17/54 MATTERS ARISING

There were no matters arising.

17/55 SECRETARY'S REPORT

War Memorial Hall

The notice board signage outside the War Memorial Hall - Members looked at five different coloured layouts and agreed that layout E, green background with gold writing should be used.

The Committee
RESOLVED

To order the signage as per discussions, once planning permission is obtained.

This was proposed by Cllr Preedy, seconded by Cllr Marshall and unanimously agreed.

JK Dance - the issue of storing the rig and mats was discussed and decided that storage was not available at the War Memorial Hall.

Payment of invoices by JK Dance was also discussed and the Committee felt that if payment was not received then the hall would not be able to be opened for their use. The Clerk will follow this up with a letter regarding payment of invoices.

The Committee were advised that the thermostat has now been replaced and will be moved to a better location for security reasons.

The Clerk advised the Committee that the Film club came into the office for a meeting.

This was to discuss various items:-

1. Heating - Concern had been raised following the breakdown of the heating system, that there should be a contingency in place. The Clerk explained that this was a very infrequent situation, and the heating had now been fixed.
It was agreed that the caretaker will check all the electrical equipment prior to the film clubs bookings.
2. The chairs - there are currently approximately 100 padded seats at the hall and 100 un padded chairs. The Film Club were asking if the unpadded chairs could be replaced with padded seats. The Clerk advised that the chairs were nearly 15 years old and there was money in the capital budget to replace the chairs. It was agreed that officers look at suppliers of chairs and the storage systems and report back to a future meeting.
3. Parking at the front of the hall. Cllr Rodney Kipps expressed concern with users parking in the disabled bay at the front of the hall. This area should be kept accessible for emergency vehicles and for the duty of care for hall users. It was agreed that there should be an Insert in the booking form to advise hall users that this area has to be kept clear for emergency vehicles. Signage should be put on the wall opposite the front door and quotation obtained for yellow hatching.

BULLSLAND HALL

The Committee noted the replacement blinds had been installed

COMMON ROOM

The Committee noted the new bookings in the hall.

GENERAL

The replacement Caretaker was discussed. It was agreed that the Clerk look into the roles of the caretakers and cleaners at the halls and speak to HR about an additional post incorporating maintenance, inspection and monitoring of the halls.

17/56 TREASURERS REPORT

The Committee
RESOLVED
To note the report

17/57 FOUR YEAR VISION

The Clerk reported that there were two different on line systems to look at, but this would also depend on the Data protecting rules to be implied at the halls before a decision can be made on which system suits the parish best.

Maintenance Programme – Prices were being obtained for the works required.

Website – There was no new information to report – work is still on-going

Internet at the Bullisland - this will be reviewed when the whole internet and telephone system is looking into for the Parish and War Memorial hall.

17/58 **HEALTH AND SAFETY REPORT**

Hollybush Hall – On Thursday 8 March the Parish were informed about a drainage problem at the Hollybush hall. The plumber was contacted and on arrival he checked the sewer however as the blockage was in the highway outside Gilliats Green, Thames Water were called out to investigate further. Thames Water came out on Friday late afternoon and as it was the weekend called the job in as finished. Monday morning Thames Water was called out again to fix the problem which the plumber believes was emanating from 3 Gilliats Green.

Calls were made to Thames Water from the Parish Council trying to establish what was being done to fix the problem; unfortunately nobody was able to advise us. The problem was eventually fixed on Thursday 15th March and the problem was actually from the Rose and Crown Public House.

The time taken to resolve this issue is not acceptable and further action will be taken to seek compensation for this complaint.

17/50 **CLOSE**

The Chairman again thanked all the members of the Committee and the meeting having commenced at 7.30 pm, closed at 8.56 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	Leases for the Hollybush and CKTS Ongoing	Clerk
16/36	Action	Report back to the next meeting on the changes/improvement required from the website meeting Ongoing	Secretary
17/06	Action	Re-look at the storage areas for bin sheds at the WMH Ongoing	Clerk
17/06	Action	To look into CCTV for the War Memorial Hall Ongoing	Secretary
17/08	Action	Update conditions of hire for the WMH – with insurance and flame information together with photos Ongoing	Clerk
17/09	Action	Obtain quotations for works identified from surveyors reports for the next meeting Ongoing	Secretary
17/17	Action	To create a user guide for the dishwasher at both halls, including photos, and laminating them for display at the halls	Secretary/Cllr Kipps
17/17	Action	To include works to the parapet walls at the WMH on the works schedule out for quotation	Secretary
17/21	Resolution	Investigate on line booking systems for the halls	Clerk

		Ongoing	
17/21	Resolution	Investigate the promotions of the halls using social media and other free outlets Ongoing	Clerk
17/46	Resolution	Apply for planning permission and get mock-up of design for the new sign ongoing	Secretary
17/46	Resolution	Investigate alternative suppliers for internet at the Bullsland Hall ongoing	Secretary
17/55	Action	Clerk write to JK Dance regarding no payment	Clerk
17/55	Action	That the Caretakers be asked to check all electrical equipment prior to commencement of bookings and report any faults	Secretary
17/55	Action	Investigate new chairs and storage systems	Clerk/Secretary
17/55	Action	Change booking form to advise of no parking outside halls during bookings	Clerk
17/55	Action	Order sign for outside hall regarding parking	Secretary
17/55	Action	Obtain quotation for hatching outside WMH	Secretary
17/55	Action	Speak to HR about new caretaker job to include monitoring of halls	Clerk

REPORT OF THE POLICY & RESOURCES COMMITTEE MEETING 20TH MARCH 2018
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: Claire James – Deputy Clerk

17/66 APOLOGIES FOR ABSENCE

There were no apologies for absence. Cllr Carol Kristian was absent from the meeting.

17/67 DECLARATIONS OF INTEREST AND DISPENSATION

There were no Declarations of Interest or Dispensations.

17/68 APPROVAL OF MINUTES

The Committee

RESOLVED

That the minutes of the meeting dated 23rd January 2018, taken at Full Council on the 6th February be approved as a true and correct record.

17/69 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

17/70 FINANCIAL COMPARISON STATEMENT 2017/18

The Committee

RESOLVED

To note the report

17/71 QUARTERLY CASHBOOK

Cllr Raj Khiroya joined the meeting at 7.40pm

It was requested that when the new IT system comes to Committee for discussion that details of the extra ordinary spend in the last 6 months be part of the paper.

The Committee

RESOLVED

To note the report

17/72 CHRISTMAS LIGHTS

Members discussed the details within the report and considered the options available from the three companies invited to tender. Outright purchase of lights was discounted on the basis of cost, storage and Health and Safety. It was agreed that consulting parishioners on their views of 4 chosen options would also provide the opportunity to advise them of the cost of provision by the Parish Council which equates to less than £1 per household. Consultation would be by using the CRA channels, the Parish Council website and Facebook. Members then voted on the different options.

The Committee

RESOLVED

That if a company had to be chosen due to timescales then the choice was Company C Option four but if not, four options be put forward for parishioner views:

Company A Options 1 and 2

Company B Option 1

Company C Option 4

This was proposed from the Chair and carried unanimously.

17/73 VILLAGE DAY

Members discussed the impracticalities of running the two events on the same day. It was noted that Village Day has been held on the second Saturday of July for the 18 years that it had been running. Surprise was expressed that the organiser of the Classic Car show had chosen to cancel and not re-arrange. It was however felt to be unfair for the Council to donate to one charity and not the others in Chorleywood and it was agreed that all three should be treated equally.

The Committee

RESOLVED

To increase the suggested donation to £1200 but to share this across the three charities in Chorleywood, The Peace Hospice, Keech Hospice and the Dogs Trust, each to receive £400. The Peace Hospice to be given the opportunity of the bucket collection at Village Day

This was proposed By Cllr Tony Edwards, seconded by Cllr Raj Khiroya and carried unanimously.

17/74 GENERAL DATA PROTECTION REGULATIONS

It was noted that two of the Parish Councils had already agreed in principle to engage the DPO centre. Members were also made aware that both HAPTC and NALC were taking the GDPR forward.

The Committee

RESOLVED

To engage the DPO Centre as the Data Process Officer on behalf of the Council.

This was proposed from the Chair and carried unanimously.

17/75 PARISH BANK ACCOUNTS

Options of using the Post Office when the local Co-op branch closes were discussed but the practicalities of withdrawing cash was still an issue. It was noted that as well as being the cheaper option there were still several branches of Santander in the area. It was also felt that BACS payment of salaries etc should be part of any move of bank.

The Committee

RESOLVED

That if Officers wish to move bank then Santander was the chosen option.

This was proposed from the Chair and carried unanimously

17/75 QUIZ NIGHT

The breakdown of costs for the bar and food with profit margins was discussed. There was some concern expressed that increasing the ticket price would deter some from attending although it was noted that Quiz night was always oversubscribed. It was generally felt that the food was an important part of the evening. To reduce the load with respect to the bar, it was agreed that Cllrs could take on the logistics of the bar arrangements with the possibility of using plastic/disposable glasses.

The Committee

RESOLVED

That the cost of the tickets remains at £15 and the logistics of the bar are reviewed to reduce costs with more assistance from Cllrs.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Alison Preedy and carried unanimously

17/77 PROPERTY REGISTER

It was noted that the Clerk had employed the services of a surveyor to deal with the South Lodge Lease issues. Concern was expressed at the time that had been taken to date but it was noted that it was only in the last week that the Clerk had received the rent proposal from TRDC. Cllr Raj Khiroya offered his services if he was able to assist. It was understood that the proposal was not yet signed off by TRDC and was being discussed at committee this week.

It was suggested that for a lease to be enforceable that a minimum payment needed to be made. The list of leases needed to be reviewed on this basis.

The Committee

RESOLVED

To note the Property Register with thanks expressed to the Clerk for the production of it.

17/78 DRAFT CONSTITUTION

It was unclear to members what the requirement was for the constitution and it was agreed that it would be deferred to the next meeting for the Clerk to advise. In passing, two amendments to the draft were noted for correction.

17/79 THE FOUR YEAR VISION

Details within the four year vision were discussed.

Property Register – As this was now in place the review date should be updated to September 18.

Website – The Chair advised that good progress was being made and she would shortly be reviewing the text to ensure consistency of style across the different contributions. Target live date was still 1st April, 2018

South Lodge – This had been discussed earlier in the meeting

Requisition of Assets – It was noted that the transfer of the asset was still in the hands of the solicitors. The priority was changed to 3.

Strategic/Succession Planning – It was suggested that with the forthcoming double election, this needed to be factored into this planning. This item was tasked as Priority 2.

IT – This had been added to the Four Year vision as a new item at the previous meeting, tasked at Level 2

Data Protection – It was agreed that this should be added as a priority 1 task.

It was suggested that the insurance company should have a copy of the Asset register and that it needed to be recorded that a copy had been given to them.

17/80 HEALTH & SAFETY

Nothing to report

17/81 ACCIDENTS AND COMPLAINTS RECEIVED

No items to report.

17/82 EXCLUSION OF PRESS AND PUBLIC

Agenda Item 18 South Lodge Lease had been discussed under part one of the meeting and therefore there was no business to be taken in private.

17/83 CLOSURE

The meeting having started at 7.30pm closed at 9 pm

These minutes have been checked by the Chairman.

Signature Date.....

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

Signature Date

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTION

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
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
17/11	Action	The Clerk to see key officers at TRDC to discuss the Parish Office lease renewal and the proposed refurbishment works. <i>Completed</i>	Clerk
17/29	Action	To invite a number of alarm companies to review existing system and advise on replacement options. <i>Ongoing</i>	Deputy Clerk
17/54	Action	Prices be obtained for Christmas lights. <i>Completed</i>	Admin Assistant
17/58	Action	Quiz Night statistics and information be brought forward to the next meeting. <i>Completed</i>	Clerk
17/60	Action	Property Register – create a spreadsheet with the data for the Properties to bring back to next meeting. <i>Completed</i>	Deputy Clerk
17/60	Action	Website – bring forward the final draft for the website to the next meeting with a view of going live on 1 st April. <i>Ongoing</i>	Deputy Clerk
17/60	Action	South Lodge – once planning permission is received to go out to tender for the works. <i>Ongoing</i>	Clerk
17/60	Action	South Lodge – continue with the process of renewing the lease. <i>Ongoing</i>	Clerk
17/60	Action	Requisition of Assets – once the handover of the asset agreed, ask the surveyor to create a schedule of immediate works. Cllrs to meet to decide on the future of the building in the short medium term. <i>Ongoing</i>	Clerk Cllrs working party
17/60	Action	Strategic Planning – Chair and Clerk to meet to discuss this further. <i>Ongoing</i>	Chair, Clerk
17/60	Action	IT – Clerk to arrange meeting with Cllr Marshall to discuss IT needs before going out to tender. <i>Ongoing</i>	Clerk – Cllr Marshall
17/64	Action	Ordering of a Memorial Plaque. <i>Ongoing</i>	Deputy Clerk
17/71	Action	To include details of the extra IT spend incurred in recent months in the report on the new IT for the office	Clerk
17/72	Action	To put the 4 options for Christmas Lights out for Parishioners views	Clerk / Admin Officer
17/77	Action	To review the list of leases to ensure that a minimum payments was made	Clerk
17/79	Action	To record that the Insurance Company had a copy of the Asset Register	Clerk

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

At : 11:52

Current Account

List of Payments made between 17/01/2018 and 19/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/01/2018	Bt Group	DD	29.52		Parish Office Broadband line
22/01/2018	EON	DD	45.65		Gas South Lodge
22/01/2018	EON	DD	164.17		Elec South Lodge
23/01/2018	CASH	410429	167.68		petty Cash
23/01/2018	Mr A Goddard	410426	200.00		Consultancy Fee
23/01/2018	D2D Distribution	410427	594.00		Distribution of CW Matters
23/01/2018	Twin Systems PLC	410425	469.50		Computer repair
30/01/2018	Mortimer- Ginder	1976.00	1,976.00		Interment Charge
30/01/2018	Mortimer - Ginder	1976.00	-1,976.00		Inout Error
01/02/2018	BT Group	DD	88.56		Fax line & Alarm
05/02/2018	Castle Water	DD	19.90		Clean Water
05/02/2018	British Gas	DD	27.53		Care Plan - Service
06/02/2018	TBs Hygeine LTD	410129	338.40		Dog Waste Collection
06/02/2018	Twin sytems	410430	115.20		Online Back Up Jan 18
06/02/2018	Twin Systems	4010431	469.50		PC Fix
06/02/2018	Ashridge Surveyors	410432	600.00		Building Inspections & CAD
06/02/2018	Pear technology	410433	240.00		Support and updates
06/02/2018	Peter Fleming	410434	54.00		Website Updates- Jan
06/02/2018	Falon Nameplates	410435	376.56		Mem Plaque- Q18
06/02/2018	Falon Nameplates	410436	356.46		Mem Plaque Q1161
06/02/2018	Broxap	410438	1,081.08		Recycling & Litter Bins
06/02/2018	Honey Brothers LTD	410438	161.50		Brushcutter trousers
08/02/2018	Co-op	DD	35.30		Credit Card
12/02/2018	BT	DD	200.24		Internet Services
13/02/2018	Herts Constabulary	410441	7,125.00		PCSCO Q3
13/02/2018	Christchurch Chorleywood	410443	549.00		Churchyard Maintenance
13/02/2018	District Enforcement	410444	297.60		Parking Enforcement
13/02/2018	WMH	410440	171.40		Vat Refund Q3
13/02/2018	Pear Technology	410442	180.00		Survey of Events Area
13/02/2018		410451			Salary Feb
13/02/2018		410448			Salary Feb
13/02/2018	Salaries for February 2018	410449	10824.27		Salary Feb
13/02/2018		410450			Salary Feb
13/02/2018		410446			Salary Feb
13/02/2018		401444			Salary Feb
13/02/2018		410445			Salary Feb
19/02/2018	BT	DD	29.52		Parish office- Broadband
19/02/2018	EON	DD	66.99		Gas South Lodge
19/02/2018	EON	DD	184.90		Elec South Lodge
06/03/2018	District Enforcement LTD	410461	297.60		Parking Patrol SB & WMH
06/03/2018	Right Maintenance LTD	410465	1,195.20		Double Yellow Line CC Parking
06/03/2018	Right Maintenance LTD	410466	2,809.20		Resurfacing Work CC Parking
06/03/2018	Peter Fleming	410467	67.50		Website Updates FEB
06/03/2018	Travis Perkins Ltd	410469	173.52		Postcrete & Slabs
06/03/2018	Mr B Gardner	410468	900.00		Temp Staff
06/03/2018	Inland Revenue	410462	4,464.99		Tax & Ni
06/03/2018	Herts County Council	410463	3,947.21		Superannuation

At : 11:52

Current Account

List of Payments made between 17/01/2018 and 19/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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Total Payments	39,118.65
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At : 11:53

Current Bank Account

List of Payments made between 17/01/2018 and 19/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/01/2018	EON	DD	16.74		Elec Bullsland
18/01/2018	EON	DD	86.31		Elec Hollybush
19/01/2018	Miss Chambers	DD	119.20		Bank Error
22/01/2018	EON	DD	57.31		Gas Bullsland Hall
22/01/2018	EON	DD	225.80		gas WMH
23/01/2018		W403986	500.00		Gratuity payment
24/01/2018	EON	DD	108.89		Elec WMH
24/01/2018	BT	DD	29.52		Bullsland Hall WIFI
25/01/2018	British Gas	DD	34.29		Service Contract
30/01/2018	BT	DD	183.57		Halls Booking Line
01/02/2018	Castle Water	DD	17.91		Hollybush Clean Water
01/02/2018	BT	DD	88.56		WMH WIFI
02/02/2018	British Gas	DD	34.29		British Gas
06/02/2018		W403997	244.05		Salary
06/02/2018	Herts County Council	W403987	137.17		Vacuum & Consumables
06/02/2018	Herts County Council	W403988	4.93		Dustpan and Brush
06/02/2018	Herts county Council	W403989	15.84		Bleach
06/02/2018	Herts County Council	W403990	673.01		Blinds for Bullsland
08/02/2018	BT	DD	105.96		WMH Internet Service
08/02/2018	Co-op Bank	DD	2.00		Credit Card
13/02/2018		403992			Salary Feb
13/02/2018	Total Salary Feb	403993	2524.61		Salary Feb
13/02/2018		W403994			Salary Feb
15/02/2018	TRDC	DD	214.00		Trade Recycling Oct17-Mar18
15/02/2018	TRDC	DD	13.00		NNDR
16/02/2018	EON	DD	82.29		Elec WMH
19/02/2018	EON	DD	22.37		Elec Bulls
19/02/2018	EON	DD	27.10		Gas Bullsland
19/02/2018	EOn	DD	165.18		Elec Hollybush
19/02/2018	EOn	DD	301.84		Gas WMH
26/02/2018	BT	DD	29.52		Bullsland Hall Wifi
06/03/2018	Right Maintenance LTD	W403999	108.00		Repair Leak in Tank
06/03/2018	Inland Revenue	W403996	446.04		Tax & NI
06/03/2018	Herts County Council	W403997	773.13		Superannuation
06/03/2018		W403998			Salary

Total Payments	7,148.38
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Draft

Parish Council Constitution

Our Mission Statement

To foster the social, economic and environmental welfare of the parish of Chorleywood and to contribute to a sustainable and inclusive community.

1. The Parish Council is the body corporate which represents the first tier of Local Government for the Parish of Chorleywood, Hertfordshire. Originally established by the Local Government act 1894 the Council's powers and activities have been increased by many subsequent Acts of Parliament but are now governed by the Local Government Act 1972 together with the Localism Act 2011. The Council also has Standing Orders and Financial Regulations. The business of Chorleywood Parish Council is regulated by these acts.
2. Chorleywood Parish Council consists of 17 unpaid Parish Councillors representing four wards
 - 🚧 Cedars
 - 🚧 Chorleywood North
 - 🚧 Chorleywood South
 - 🚧 Quickwood

They are elected by the registered voters who reside with the Chorleywood Parish. Elections take place every four years in May. All Councillors must live or have their main place of work within a three mile radius of the parish boundaries.

3. There are four Standing Committees all have seven members with the Chair and Vice Chair as ex-officio's.
 - ❖ Open Spaces
 - ❖ Planning
 - ❖ Policy and Resources
 - ❖ Village Halls
4. Every Councillor is expected to sit on at least one Standing Committee A minimum of five Councillors need to be present to hold a meeting and form a quorum. All 17 Councillors are summons to attend a Full Council meeting. A minimum of nine Councillors need to be present to hold this meeting and form a quorum.

Voting is by a show of hands or by written ballot if requested. A majority vote by Councillors is required to pass a motion put before the meeting. In the event of a tie the Chairman of the meeting has the casting vote.

5. Parish Council meetings are held throughout the year. The time and place of the meetings are publically advertised in advance and are open to members of the public to observe and listen to the proceedings. For Standing Committees there is an opportunity at the start of the meeting for members of the public to speak on any subject on the agenda. At Full Council there is a Public Forum at the start of the meeting for which members of the public can speak on any item. Members of the Public will each be given three minutes in which to make their point. The Councillors cannot enter into debate with the public nor does the public have the right of reply. The Council operates a Freedom of Information Policy; official Parish Council business is available to the public upon request. In the main this information is available on the parish website www.chorleywood-pc.gov.uk.
6. The purpose of Chorleywood Parish Council is to work within its statutory powers to maintain and enhance the public amenities with the parish and to assist residents of Chorleywood to improve their quality of life by working in partnership with other local authorities, local groups and associations.
7. The Parish Council will exercise all its powers and duties in accordance with the law and without favour or prejudice and utilise its funding to achieve the greatest good for the community. The funding being obtained by levying a precept on the Council Tax paid by residents of the Parish, grant funding, Community Infrastructure Levy and income generated from services provided.
8. Parish Councillors have signed up to and agree to abide by the Councillor Code of Conduct.
9. The Council's financial and administrative affairs are dealt with by the Parish Clerk who is also the Responsible Financial Officer, who is a full time employee of the Parish Council. The Role of the Clerk involves protecting the Council as a corporate body the providing competent professional advice on making lawful decisions. The Clerk should hold or be working towards the CiLCA professional qualification.

20th March 2018

CHORLEYWOOD PARISH COUNCIL

Full Council COMMITTEE MEETING
Date: 5th September 2017

Agenda Item 14

Subject: BT Phone Box Main & New Parade

Committee Member:

Officer Contributors: Clerk,

Status (public or exempt): Public

Wards affected: All

Enclosures: Appendix 1 photos

Contact for further information: Clerk

1. BACKGROUND INFORMATION

1.1 The Parish Council has been approached by a local parishioner regarding the future of the phone box next to the crossroads in Main and New parade which has been out of order for two years and is waiting to be removed.

1.2 BT has informed the Parishioner that the Parish Council is able to buy this phone box for £1 for use for a community project.

1.3 It is proposed that the box be used for a creative art gallery which the Parishioner would fully manage and take responsibility for.

1.4 The phone box could be regularly changing thus giving a fresh new design multiple times a year. The art would be on the outside of the phone box and inside and I would personally look after the upkeep of the phone box. The art would always be non-offensive and family friendly.

1.5 The artwork could either be inside the box facing in or locked with the artwork facing out.

1.5 He is suggested that he would source artists for this project and would also seek to involve the local schools and find away where it could make an impact on their learning when it comes to their subject of art I would seek to enable the Children to take part in creating art for the ever changing phone box.

2. RELEVANT PREVIOUS DECISIONS

2.1 None Specific

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

3.1 The Phone Box would become the responsibility of the Parish Council. As it is a modern box it would not need to be painted but would need to be maintained. It would be covered under the Councils current insurance cover but would need to be added to the asset register.

4. RISK MANAGEMENT ISSUES

4.1 The Parish Council would need to monitor the box to ensure that the artwork was suitable.

4.2 It would be preferable to have a form of undertaking from the person in charge of the box to ensure the above.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

5.1 Minimal ongoing maintenance.

6 LEGAL ISSUES

6.1 The Parish Council would need to enter into an agreement with BT to purchase the box for £1. The structure would then become the responsibility of the Parish Council.

7. RECOMMENDATIONS

7.1 That the Council consider the request to adopt the BT phone box for a sum of £1 to enable a community arts space.

