

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge,
Rickmansworth Road, Chorleywood, on Tuesday 30th June 2015**

MEMBERSHIP & ATTENDANCE

Chairman: * Tony Edwards

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

*Denotes Member present

Officers Present: Yvonne Merritt – Clerk
Claire James – Deputy Clerk
Michelle Putman – Admin Officer
Laura Hamilton – Admin Assistant

15/04 PUBLIC FORUM

There were four members of the public present.

The Council heard representations from

Robert Mann on Play Area Site 13
Mrs S Wybar on Chorleywood Matters

15/05 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no representations received.

15/06 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Harry Davies, Barbara Dickens, Jill Leeming, Steve Watkins.

15/07 DECLARATIONS OF INTEREST

Cllr Trevett advised members that with respect to the P&R Recommendation 3 - Land and Property Acquisition from TRDC, as had been recorded at the meeting on the 23rd June 2015, he would be declaring an interest at TRDC when it was discussed there which allowed him to take part in discussions on the subject at Parish Level.

There were no other declarations of interest.

15/08 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the

Full Council meeting dated 7th April 2015
Extra Ordinary Full Council meeting dated 21st April 2015
Extra Ordinary Full Council meeting dated 4th June 2015
These were duly signed by the Chairman
and
To note the minutes of the
Annual Parish Meeting dated 5th May 2015 and
Annual Meeting dated 5th May 2015

15/09 MATTERS ARISING FROM THE PREVIOUS MEETING

Extra Ordinary Full Council 21.4.15 Minute 14/93 Standing Orders: Cllr Jackie Worrall offered her apologies on the lack of progress on the update of Standing Orders following this meeting. Members understood that she had been understandably otherwise occupied due to a house move. The Clerk advised Members that the old Standing Orders were still on the Website and would be updated as soon as the revised ones were available but reminded them that the Council were working to the new ones.

15/10 CHAIRMAN'S ANNOUNCEMENTS

17th April 2015 The Chairman had met with the Residents Association with the Vice Chairman and Deputy Clerk

15th June 2015 the four sponsored Planters had been planted in the Village as part of Chorleywood in Bloom. This had been preceded by the installation of the Hanging Baskets in the Village. The Chairman expressed his thanks to Lyn Sutherland who had been instrumental in the delivery of the project.

22nd June 2015 The Chairman and the Clerk had met with Alan Manson to appoint him as co-ordinator for the forthcoming building work at the War Memorial Hall.

27th June 2015 The Chairman had attended the Launch of Dementia Friendly Chorleywood at the Buzz in the Village. David Gauke MP for South West Herts, Eric Bishop Chairman of TRDC and Ann Shaw OBE Leader of TRDC were present at the launch.

In response to a Member's question, the Chairman advised that the meetings with the Residents Association covered what the Parish Council was doing and the direction it was taking.

The Chairman took the opportunity to remind all members that Village Day was fast approaching and volunteers were required to man the Parish Council Stall. Any Members that were available to help to let the Admin Assistant know. He also asked if anyone was able to help on the Chairman's Charity stall to let him know.

Planning Committee: At the Annual meeting on the 5th May 2015 membership of the Committees had been agreed, however the Planning Committee was one vacancy. Due to a change in his District responsibilities, Cllr Raj Khiroya was now in a position, and had expressed his wish, to be considered for the Planning Committee.

The Council

RESOLVED

To add Cllr Raj Khiroya to the membership of the Planning Committee for 2015/6.

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

15/11 QUESTIONS UNDER STANDING ORDER 9

There were no questions received under Standing Order 9

15/12 CLERKS REPORT

Training: The Clerk and one of the Parish Rangers had recently attended a Fire Marshalls training course and were now both qualified Fire Marshalls. They would be undertaking Risk Assessments of the Tractor Sheds, Office and Hall venues in due course. The Clerk advised that she was also due to meet with the Fire Brigade later in the week for a Fire Safety Inspection of the War Memorial Hall.

War Memorial Hall Refurbishment: Members were advised that the Council had to formally appoint a Client Design Manager (CDM) for the refurbishment works as the Clerk was not qualified to oversee structural work. The Council would not usually go out to tender as the Council has a surveyor who was paid an honorarium and was very familiar with the building. It was confirmed that he would also oversee the management aspect of the works.

The Council

RESOLVED

To appoint Alan Manson as the Client Design Manager (CDM) for the War Memorial Hall refurbishment works.

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

Demolition of the Guide Hut: The Clerk has some concerns about the intention to carry out the necessary works at the same time as the War Memorial Hall refurbishment works were taking place.

Shepherds Bridge: The Clerk and Common Ranger had met with London Underground (LU) to discuss a Schedule of Conditions for work being undertaken to the bridge by LU. It was confirmed that the work was to strengthen the bridge and no work was planned with respect to pedestrian access improvements. Members were advised that the Bridge had recently been repainted. The Parish Office had received a complaint from a member of Public who had got paint on the car. The Clerk had however advised them that it was not the Council that had painted the Bridge. LU had also since confirmed it was not them so it was unknown who had undertaken the painting. It was noted that there was additional signage planned which may address the pedestrian issues.

Chorleywood Library Volunteers (CLV): The Clerk advised Members that she had received a request to hold the funds for the CLV which the Auditors had confirmed was acceptable. The CLV had now approached the Council with a request to use the Parish Office as a post box for the CLV. Members expressed support for the CLV. It was noted that under the terms of their set up the CLV were required to nominate a Charity to receive any residual funds should the organisation fail and that they had nominated the War Memorial Hall charity.

The Council

RESOLVED

That the Parish Office could be used as a post box for the CLV

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

15/13 COMMITTEE MINUTES

Planning 14th April 2015: In the absence at the meeting of both the Chairman and Vice Chairman of Planning, the Chairman of the Council presented the minutes.

Planning 12th May 2015: Again the Chairman presented the minutes

Open Spaces 19th May 2015: Cllr Barbara Green presented the minutes and highlighted the Public Space Protection orders. At the meeting it had been agreed that the Parish Council would support TRDC and the TRDC meeting to discuss them had been due to take place a week later. However, the TRDC meeting had been postponed as a larger public response than expected had been received and TRDC Officers wanted to review this. The subject would now be taken at the TRDC Leisure Committee meeting in September. It was

felt that the greater than expected public response had been down to the badly worded and managed public consultation that had been misleading and led to misinformation circulating. The Clerk clarified that the grazing area on the Common could not be included in any dog exclusion area within the order as the boundary of it was not visible to members of the public. It was noted that the main thrusts of the proposed orders were about dog fouling and limiting the number of dogs under one person's control.

Village Halls 26th May 2015: In presenting the minutes, Cllr Alison Preedy asked if there had been any progress on the floor polish issues. The Clerk advised that due to annual leave no progress had yet been made.

Planning 2nd June 2015: Again the Chairman of the Council presented the minutes.

P&R 23rd June: Cllr Tony Edwards presented the minutes

RECOMMENDATION 1 DIGITAL MAPPING:

Members asked for clarification of the benefits and reasons for the software and tools which were given by the Clerk. Cllr Martin Trevett drew members attention to the accuracy and the savings in Officer time that would be made once the tool was up and running. There was concern expressed that it appeared that no alternative company had been considered. In response to this the Clerk advised that this Company was an active supporter of both the National organisation NALC and the SLCC. It was also able to offer a lot of services to local councils due to the work it undertook with Land Managers. Members were advised that every member of staff would have a copy of the software, which would also be available to Councillors on their home computers, as part of the licence. There would be a master library of maps held on the office server under strict change control. Members were also advised that the contract would be renewed year on year and that therefore if a better alternative became apparent it could be considered at a later stage.

The Council

RESOLVED

To purchase the Mapping system and hand held computer from Pear Technologies and take £5,000 out of Reserves for the set up costs and equipment, with the annual maintenance costs coming out of the Revenue budget.

This was proposed from the Chair by Cllr Tony Edwards and carried with ten in favour, none opposed and two abstentions.

RECOMMENDATION 2 BOUNDARY REVIEW – FINAL RECOMMENDATIONS: Views were expressed that objection to the change in number of Wards was a waste of time as the changes were caused by the County Division Boundary changes. It was agreed however that the objection to the name of the division covering Chorleywood and Sarratt was valid. The Clerk advised however that it had been necessary to write the two letters as the closing date for responses had been the date of this meeting. A response had already been received that did not look favourably on the objections. No resolution was therefore now required and the situation was noted.

RECOMMENDATION 3 LAND AND PROPERTY ACQUISITION FROM TRDC:

There was some confusion amongst members as to what the Council was being asked to consider. It was clarified that P&R had recommended that the report on the topic be considered at Full Council. Discussion digressed to debate on the purchase of South Lodge and the history behind this for the benefit of Members who were not on the Council at the time of the original consideration of an offer to purchase South Lodge for £60K. It was confirmed that the value of the building was now in the region of £250K. The Clerk clarified the position on the seven year lease of the building from TRDC and it was felt unlikely by some Members that TRDC would remove this option. If a longer lease was sought, TRDC would have to charge the market rent for the property which was likely to be in the order of £1000 – 1200 per month.

(At 8.43 pm Cllr David Raw joined the meeting)

The Council

RESOLVED

That the subject be referred back to P&R to discuss and make further Recommendation to Full Council. This was proposed by Cllr Jackie Worrall, seconded by Cllr Ken Morris and carried unanimously.

P&R 15/04 Four Year Vision: it was noted that this was to be taken back to each of the committees for consideration. Cllr Jane White asked that the Committees bear in mind the output of the Community Plan when having the discussions.

P&R 15/05 Building on Chorleywood in Bloom: Members noted that the Rangers had been asked to carve two mushrooms to give to Lyn Sutherland as a thank you for the considerable effort she had put in.

P&R 15/10 Notice Boards: Members were pleased to see that the replacement notice board had been agreed.

15/14 ACCOUNTS FOR PAYMENT

TN 4024 Cheque 408997 £793.58 Removal of Travellers on the Common – it was confirmed that this covered the costs from TRDC and the process server who served the eviction notice.

TN4030 Cheque 409013 £268.72 (net) Photocopying 01/02/15-30/4/15 and

TN4033 Cheque 409016 £307.95 (net) Rental of (photocopier) equipment 01/05/15 – 31/07/15 – concern was expressed at the photocopier costs. The Clerk advised that the lease of the photocopier was through the Herts Consortium who were able to get the best deals given their buying power for schools and local authorities. The deal had been the best and cheapest on offer at the time. She also explained how costs were mitigated in terms of keeping colour copies to a minimum with all copying defaulting to black and white. She also reminded Members of the weekly print runs for committee and council meetings and the event notices etc. It was suggested that buying a photocopier with an annual maintenance contract may now be a better deal and that the Parish Council needed to ensure that we are getting value for money. It was also felt that with competition there might now be better deals available. Purchase options would therefore be looked at when the lease next comes up for renewal.

15/15 ANNUAL RETURN

The Clerk took Members through the Annual Governance statement 2014/15, explaining how the statements were addressed.

The Council

RESOLVED

That the Annual Governance Statement and Accounts be approved

This was proposed by Cllr Rodney Kipps, seconded by Cllr Ken Morris and carried unanimously.

15/16 COMMUNITY INFRASTRUCTURE LEVY

The Clerk gave a presentation on the Community Infrastructure Levy giving an overview of the process that would now be operating. Clarification was sought on how the money would be collected and held at District and how the element that could be available to the Parish Council could be applied for. The current status of the Section 106 process was also explained.

Cllr Martin Trevett advised members that although he had a role in CIL at the District, he was speaking on the subject as the Council was only discussing the principle of CIL not deciding anything and therefore it was not necessary to declare an interest at this meeting.

The Clerk responded to some suggestions of what CIL money might be used for, advising that any project would need to come under the Powers and Duty of the Parish Council. Members agreed that there was clearly some benefit of moving towards a Neighbourhood Plan given that this increased the percentage available to the Parish from 15% to 25%. It was agreed that the Clerk would email the presentation out to all Councillors.

15/17 COMMUNITY PLAN

Cllr Martin Trevett advised Members that again there was not a need for him to declare an interest on this topic as the Council were only discussing the subject not deciding on anything.

Cllr Jane White advised Members that the first draft of the Community Plan was now out with the Community Plan Steering Group members. She clarified that the Neighbourhood Plan was specifically about planning. Although the first draft was under the title of Community Plan, the Neighbourhood Plan elements could be brought out. The Steering group will put together the final draft and present it to Full Council, the target for this was December. It was felt that an Extra Ordinary meeting would need to be called for this and another for the Play Area to ensure that they were both given the attention and consideration that were required and the high level of public interest in both these projects. Cllr Jane White also urged Members to remember that at some point the Four Year Vision and the Community Plan would come together and to bear this in mind when considering ideas for the Vision

15/18 CLOSURE

The meeting have started at 7.30 pm, closed at 9.29 pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....