

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge,
Rickmansworth Road, Chorleywood, on Tuesday 1st December 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

15/35 PUBLIC FORUM

There were four members of the public present, none wished to address the Council.

15/36 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no reports from District or County Councillors.

15/37 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Harry Davies, Martin Trevett and Jenny Wood

15/38 DECLARATIONS OF INTEREST

Cllr Jackie Worrall declared that she does not attend Friends of Chorleywood Common Committee meetings when the play area is under discussion by that committee.

15/39 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 15th September 2015.

These were duly signed by the Chairman

15/40 MATTERS ARISING FROM THE PREVIOUS MEETING

In response to a question from a member, the Clerk advised that there had been no further contact or progress on the demolition of the Guide Hut.

15/41 CHAIRMAN'S ANNOUNCEMENTS

19th September – the Chairman had attended the Horticultural Society Meeting to present the Allotment Competition Winners prizes.

1st October – Presentations were made to the winner and runners up of the Chorleywood in Bloom Best hanging basket. The winner was Chorleywood Sports Shop with the runners up Chorleywood Bookshop and Eden Rose.

12th October – the Chairman had attended the Local Area Forum held at Sarratt.

21st October – the Chairman and the Clerk attended a meeting with Chorleywood Golf Club. The meeting is an annual meeting, the purpose of which is to go through any plans the Golf club have for tree works etc. Nothing contentious was raised and a tree work report was put to Open Spaces at the November meeting and the works had been approved.

8th November – a number of Councillors had attended the Remembrance Day service at Christchurch.

21st November - the Chairman's Annual Charity Quiz night was held which this year had raised over seven and a half thousand pounds for local charities. It was agreed that Bob Whitney does an excellent job for the Council and with the auctioneer and quiz presenter make a good team.

22nd November – the latest Indoor car boot sale at the War Memorial Hall had raised over £300 for the Hall.

15/42 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

15/43 CLERKS REPORT

The illuminated Christmas trees, which this year had replaced the usual lights on the lamp columns, were going down well with the Community. The Clerk suggested that all Councillors make a point of viewing them, to compare with the more traditional lights. The contract had only been let for one year and the decision would need to be made whether to continue with the trees or revert back to the more standard lights in the coming year.

The Council

RESOLVED

To note the report.

15/44 COMMITTEE MINUTES

Open Spaces 22nd September 2015 – Cllr Barbara Green presented the minutes highlighting the permission given for seating outside the Old Shepherd Public House. The Clerk advised that she would be attending a meeting regarding travellers in the next couple of weeks with other Parish Clerks to discuss how to proceed given that TRDC may not be able to help in the future.

Planning 6th October 2015 – Cllr Steve Watkins presented the minutes with no questions raised

Village Halls 13th October 2015 – Cllr Rodney Kipps presented the minutes with no questions raised.

Play Area in Chorleywood Advisory Group 15th October 2015 – Cllr Barbara Green presented the minutes explaining the verbatim format of them is to give all members of the Group and Councillors the full flavour of the discussion that takes place at the meetings. She reported that the Issues table was part way through completion. There was discussion over the issue of the TRDC confirmation of the partial area of Chorleywood that in their view should be covered by the play area, with Cllrs agreeing that the remit of the Parish Council was to look at the whole of Chorleywood

Planning 27th October 2015 – Cllr Steve Watkins presented the minutes with no questions raised.

Cricket Club Advisory committee 2nd November 2015 – Cllr Barbara Green presented the minutes explaining that this committee had not met for some time but had been convened to discuss the proposed Cricket Club

pavilion. She had been expecting a formal proposal to come forward perhaps to this meeting but the Clerk advised that she had not yet received a formal approach from the Cricket Club. It was not possible to accept the terms outlined in the minutes until the Cricket Club tell the Council what they propose. Cllr Jackie Worrall requested that as a previous member of the Advisory committee, one of the conditions that should be put in place was that if the Cricket Club was to go out of Business they could not sell the property without it coming back to the Parish Council. It was suggested that at the time of the lease negotiations the Council would have legal representation which would offer further protection on such issues as these.

Play Area Advisory Group 3rd November 2015 – Cllr Barbara Green presented the minutes. In response to a question regarding the close vote that had been taken on the request for a report from the Ranger, Cllr Barbara Green responded that it had been stated at the previous meeting that no further reports would be called for and she also felt that a report had already been done by the Ranger. The Clerk clarified that the report mentioned had been a response to the other reports. Cllr Barbara Green felt that the group could go on ad infinitum and it was under time constraints. She clarified that she felt that asking for further information at this stage would add delay. She added that the Group had received a full independent report on all sites and that an additional report from the Ranger would not add and she felt it would duplicate.

There was further debate on the clarification of the area of the parish to be covered by the play area which Cllr Barbara Green confirmed she had requested from TRDC. It was suggested that the terms of reference of the Group clarified that the Parish Council was looking at the whole of the Parish.

In response to a procedural question from a Member, it was confirmed that if issues were raised on a set of minutes which had been agreed by the Chairman of a particular committee or Advisory Group, any changes were recorded as part of the next set of minutes, the original agreed minutes were not altered.

Policy & Resources 3rd November 2015 Cllr Tony Edwards presented the minutes with a question being raised as to why the acceptance of the Standing Orders was not a recommendation to Full Council. The Clerk confirmed that the Standing orders had already been agreed at Full Council, there were no material changes to this agreement, just a couple of anomalies that had been ratified by the Policy and Resources Committee. She further advised that she had checked this approach with the Auditor. It was therefore confirmed that the responsibility taken on by Cllrs Barbara Green and Jackie Worrall for the updating of the Standing Orders was now complete, with all Councillors in receipt of the agreed copy. A formal vote of thanks was given to both of them for the completion of the work

Open Spaces 10th November 2015 – Barbara Green presented the minutes highlighting the priorities for the Four Year vision. It was clarified through discussion that although everyone agreed that the top priority whad been seen as the Security Improvements to the Common, the numbering of the other items inferred a priority which had not been agreed. Cllr Barbara Green agreed that perhaps bullet points rather than numbers should have been used. This would be minuted and ratified at the next Open Spaces Meeting.

The Clerk took the opportunity to update Members on the current situation regarding the log pile at the top of Larks Meadow. She advised that she had been approached by Micklefield Hall to use the wood for their Biomass incinerator and had agreed to sell the wood for £500. It was hoped that the wood would be removed by Christmas and the money received could then be used to source someone to make the posts etc that had been the original intention for some of the wood.

Cllr Tony Edwards advised that in the Clerk's absence the previous week he had agreed to the spending of £200 to get some fly tipping at Shepherds Bridge removed.

Cllr Jackie Worrall thanked Members of Open Spaces for rejecting the proposed plan by London Underground at Shepherds Bridge.

Planning 17th November 2015 – Cllr Steve Watkins presented the minutes. Cllrs Barbara Dickens and Steve Watkins had attended the TRDC meeting at which the development at Clover Court had been refused permission as it was viewed as back land development.

Village Halls 24th November 2015 – Cllr Rodney Kipps presented the minutes and the Recommendation made to Full Council by the Committee that:

A Working Group be set up to carry out regular inspections of all the Council Buildings to set up a schedule of works for each building.

The Council
RESOLVED

To adopt the recommendation with membership to be agreed.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Raj Khiroya and carried unanimously.

The Clerk advised that Cllr Jenny Wood had already put her name forward for such a working Group. Cllrs Alison Preedy, Raj Khiroya and Tony Edwards added their names with Cllr David Raw being suggested by Cllr Jane White who agreed to his name being added.

The Clerk advised Members that the council surveyor, who had worked for the Council for many years was retiring and the Council therefore needed to appoint a new Surveyor. She asked that if anyone knew of a local surveyor who would be willing to help the Council that they let her know. A vote of thanks was proposed to the current surveyor and it was agreed that his retirement would be recognised at the end of the financial year when the outstanding contracts at the Hall had been completed.

A request was made with respect to the purchase of new small tables that they be 'Bridge friendly' to accommodate the possibility of a Bridge club starting to operate at the Halls at a future date.

15/45 ACCOUNTS FOR PAYMENT

The Council
RESOLVED
To note the report

15/46 ANNUAL RETURN 2014/15

The unqualified audit was noted and the Clerk was congratulated on this achievement.

The Council
RESOLVED
That the external Auditors report be approved.

This was proposed from the Chair by Cllr Tony Edwards, seconded by Cllr Ken Morris and carried unanimously.

15/47 INTERNAL AUDIT REPORTS (FIRST INTERIM) 2015 – 16

It was confirmed that the formal update of governance and accountability was now in the Council's Financial Regulations. Members were informed that anything over £25K now going out to contract had to go out to Europe which would add three months to the procurement process

The Council
RESOLVED
To note the report.

15/48 COMMUNITY PLAN

Cllr Jane White updated Members on the Community Plan which was due to be discussed at an Extra Ordinary meeting of the Council the following Tuesday (8th December). A copy of the draft Community Plan was in all Councillors trays. She advised that the purpose of the meeting was to present the findings of the Community Plan Steering Group. She asked Members to look specifically at those items falling under the remit of the Parish Council. She further advised that the meeting was a Public Meeting, members of the Steering Group will attend and possibly other members of the public. If Members had any questions on the plan it would be helpful if she could have these in advance in order that a full answer may be given at the meeting. It was to be noted that the document for discussion was only a draft, the final one would be professionally published.

15/49 PLAY AREA OPEN MEETING

Cllr Tony Edwards explained the reason for calling the Play Area Public Forum meeting. The last time the Play Area had been discussed by the Council, the Council received criticism that people did not have sufficient chance to address the Council in the Open Forum agenda item at the start of the Full Council meeting. The opportunity for a Public Forum for the Play Area had been suggested by Cllr Jane White to address this criticism. With the current programme of Council meetings, the first available date for this meeting was the 19th January 2016 and this date, and format of the meeting, now needed to be agreed. In response to a Member's question it was confirmed that a request had been made that the Forum have an independent chairman.

The Council
RESOLVED

That an independent Chairman for the Play Area Public Forum be sought from HAPTC.

This was proposed by Cllr Jackie Worrall, seconded by Cllr Ken Morris and carried unanimously

Discussion took place on the format that the meeting should take and who should answer any questions. A suggestion was made that the Authors of the independent reports ie CMS, Police and TRDC should be present at the meeting to answer questions. The Clerk advised that the Ranger would not be available for the meeting due to family reasons. It was felt by some that the Advisory Committee should not be put in the position of answering questions due to the differing views within the Group that could potentially confuse. It was confirmed that this meeting was intended to be a Public Forum and therefore Councillors were not formally summoned to attend. All Questions and Answers would be recorded. It was agreed that there was a need to have a presentation on how the Group has worked through the information and reached their conclusions, whatever they may be. It was noted that Members of the Press may well be present at such a meeting. The proposed timing of the meeting and how this fitted in with the next planned meeting of the Advisory Group for the completion of their deliberations was discussed and the amount of preparation required for this date given the Christmas Holiday in between now and the proposed date of the meeting and Cllr Barbara Green did not wish to see things rushed.

The Clerk advised Members on a point of order – that at a public forum Cllrs must be very careful not to express an opinion and thereby invite a suggestion of 'predetermination' which would then exclude them from voting when the recommendation of the Group was presented to the appropriate Full council meeting.

Cllr Barbara Green felt that if she was to prepare a presentation on the process, she would first want to present this to the Advisory Group and then to the Council. The proposed date for the Full Council meeting where the recommendation of the Advisory Group would be taken was the 23rd February, this being the only date that was available and fitted in with the Council's Calendar of meetings that would allow presentation of the Council's decision to the appropriate meeting at TRDC. She advised that she had been going to propose the 23rd February for the Public Forum. Discussion followed on the possibility of getting the presentation done in time, using the Open Spaces Meeting on the 12th January to present this to Councillors, in order that the 19th January date could then be made for the Public Forum. It was further suggested that the three report authors be contacted to see if they are available for that date. Cllrs Barbara Dickens and Jane White offered their help to Cllr Barbara Green with putting together the presentation into the appropriate format for presentation and the Chairman suggested that she call on other Councillors to assist if needed. It was also noted that Officer time would be required.

Further discussion took place on the possible outcome of the council vote. It was clarified that if a decision was made by the parish council and presented to TRDC, they (TRDC) could override the decision and choose another site but that this site could not be on Parish Council land. It was also noted that any site chosen would have to go through the full planning process

The Committee

RESOLVED

That the three authors of the Reports (CMS, Police and TRDC) be approached to see if they are available on the 19th January, if not the 23rd February be offered and all Councillors to be advised if the Authors are available.

15/50 CHORLEYWOOD MATTERS

Before the meeting concluded Cllr Ken Morris made the statement that the Autumn edition of Chorleywood Matters that had gone out this month had been an extremely good publication and thanked those responsible.

15/51 CLOSURE

The meeting have started at 7.30 pm, closed at 9.10pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....