

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road,
Chorleywood, on Tuesday 19th April 2016**

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 Khuroya	* Jane White
	* Rodney Kipps	* Jenny Wood
	* Jill Leeming	Jackie Worrall

*Denotes Member present

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

15/73 PUBLIC FORUM

There were five members of the public present, four addressed the Council on the following subjects:

Greg Hill – Public Space Protection Orders
Anne Pearson – Open Spaces Minutes 8th March 2016
Robert Mann – The Common and proposed development of Green Belt land near Green Street
Vivien Lantree – Neighbourhood Plan

15/74 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no reports received from District and County Councillors.

15/75 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs John Copley, Harry Davies, Ken Morris, David Raw and Jackie Worrall .

15/76 DECLARATIONS OF INTEREST

There were no declarations of interest.

15/77 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 9th February 2016
These were duly signed by the Chairman

15/78 MATTERS ARISING FROM THE PREVIOUS MEETING

There were no matters arising.

15/79 CHAIRMAN'S ANNOUNCEMENTS

Archery on the Common 23rd May 2016: The Chairman advised that a request had been received from an Archery club who had been approached by Christchurch School to provide 'have-a-go' archery sessions on Monday 23rd May 2016 between 9am and 4pm. They had advised the safety measures that they would be taking and advised that public liability insurance was in place. The activity had also been checked with the Council's Insurers. There were some concerns expressed about the activity but the Club was understood to be a very well run and reputable club and it was felt that actions were being taken to mitigate health and safety concerns. It was also noted that similar activity had been undertaken on the Common previously.

The Council

RESOLVED

That permission be granted subject to

- a) Sight of the Public Liability insurance cover by the club undertaking the activity and
- b) Confirmation from the Cricket Club that it would not interfere with any planned activities by them on that day.

This was proposed from the Chair and carried unanimously.

21st February 2016 and 20th March 2016: the last two car boot sales had been held at the War Memorial Hall on these dates. Overall the Car Boot sales this Winter had raised £1370 for the Hall. The Chairman thanked Laura Hamilton for her work organising these in the Office, Cllr Steve Watkins for running the Car boot sales on the day and those Councillors who had helped at the Sales.

5th March 2016: Unfortunately both the Chair and Vice Chair had been unavailable to take part in the Clean for the Queen activities on this day. However over 100 people had been involved with more than 70 bags of rubbish collected.

It was noted that Christchurch School were planning some further rubbish collecting on the forthcoming Thursday as part of the celebrations for the Queen's Birthday. The Parish Council were supporting this and had provided rubbish bags and loaned litter pickers to the School for the day.

7th March 2016: Chorleywood and Sarratt Local Area Forum had been held at the War Memorial Hall

31st March 2016: The Chairman advised that for personal reasons he was standing down from the Liberal Democrats Party and was therefore now an Independent Councillor effective from the 31st March 2016. It was noted that this made no difference to his standing on the Council nor his position as Chairman.

15/80 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

Agenda Item 11 Community Plan was then taken after agenda item 7, but will be minuted in order.

15/81 CLERKS REPORT

Beating the Bounds 1st May: It was suggested that more be made of this event using the Website and social media to maximise attendance on the day.

South Lodge: Further detail on the progress of plans for South Lodge were sought and given. Cllr Raj Khiroya offered his services if he could be of assistance with the project.

Commons Day: It was noted that this was in its infancy in terms of planning and a date was yet to be agreed but Councillors were favourable in their comments about such an event. It was felt that such events help bring people onto the Common and offer the opportunity to educate the public about the Common and what it offers.

Tug of War: The Chairman outlined his plans for a Tug of War event which he hoped would again bring people out onto the Common and prove a useful social event.

The Council

RESOLVED

To note the report.

15/82 COMMITTEE MINUTES

Play Space for Chorleywood Open Meeting 23rd February - Cllr Tony Edwards presented the notes of the Open Forum. Cllr Barbara Dickens recorded her thanks to the Officers for the comprehensive notes of the meeting.

Planning 1st March 2016: Cllr Steve Watkins presented the minutes with no issues being raised

Allotment Open Meeting 8th March 2016: Cllr Barbara Green presented the minutes. The issue of dumping at Copmans Wick was raised and discussed. It appeared that some of the rubbish being dumped against the fence was plastic soil bags etc which was felt to probably have come from the allotment holders. It was noted that at the meeting the allotment holders had admitted that some dumping was taking place by the tenants but also that residents adjacent to the allotments were seen dumping garden waste on the allotments. In response to a question, Members were advised that the letter due to go out to residents on this subject was in progress. Members were also advised that some dumped rubbish had recently been cleared from the Swillett allotments following a complaint from a local resident.

Open Spaces 8th March 2016: Before Cllr Barbara Green presented these minutes the Deputy Clerk advised an error in the minutes. Minute 15/85 Matters Arising (15/75 Four Year vision – signage): Apologies were given that Chess Valley Bridleways Association had been incorrectly referred to as Chess Valley Horse Riders and had also been incorrectly attributed with the statement that they did not want to give advice on the Permissive Horse Track Signage. It had been clarified that the British Horse Society had advised that they could not give specific advice on this until issues that they were seeking legal advice on had been clarified. Cllr Barbara Green then presented the minutes.

Recommendation 1 Public Space Protection Orders

Cllr Martin Trevett advised that the orders had come into force on the 1st April across the District with the exception of Chorleywood Parish land pending resolution at this meeting. It was also noted that notices, signs nor Fixed Penalty Notice paperwork had yet been received from TRDC.

The Council

RESOLVED

- 1.1 That the Council adopt the orders for the Common, Grovewood and the Allotments
- 1.2 That the Rangers and Clerk be trained as Authorised Officers to issue Fixed Penalty Notices on behalf of the District Council
- 1.3 That the Rangers receive an increment of one spinal point once training has taken place and official authorisation from TRDC has been given

This was proposed from the Chair and carried unanimously.

Village Halls 15th March 2016: Cllr Rodney Kipps presented the minutes and questioned why the Leasing of the Hollybush Hall as a Montessori School was not recorded as a Recommendation. The Deputy Clerk advised that the subject had been taken at the Policy and Resources Meeting on the 5th April and the leasing arrangements agreed. It was noted that the Clerk had a meeting in her diary for the following week to progress the arrangements.

Planning 22nd March 2016: Cllr Steve Watkins presented the minutes and no issues were raised

Policy and Resources 5th April 2016: The Chairman presented the minutes.

Recommendation 1 WEBSITE

The Council

RESOLVED

That a working party be set up consisting of Cllrs Jane White, Jenny Wood with Laura Hamilton and Claire James to take the ideas for the website forward.

This was proposed from the Chair and carried unanimously.

Recommendation 2 DISCRETIONARY RATE RELIEF FOR VILLAGE HALLS

Members were advised that it was understood that all Halls in the District were affected by the removal of the discretionary rate relief for Village Halls. Cllr Martin Trevett as a District Councillor gave Members the background to the change. It was understood that this situation would not arise after the current year as the Halls would then fall below the threshold that was being introduced in the following year by the Government.

The Council

RESOLVED

To increase the budget to the Village Halls Committee to cover the £1,811.57 that was needed for funding of business rates out of reserves.

This was proposed from the Chair and carried unanimously.

Planning 12th April 2016: Cllr Steve Watkins presented the minutes.

Recommendation 1 COMMUNITY PLAN

Cllr Jane White gave the background to this recommendation, advising that quotations had been sought and the costs were £565 for distribution and £2466 for publications, based on a 30 page, colour A3 folded booklet, giving a total of £3031 required. She advised that there was no grant funding available as this was now focussed on the Neighbourhood Plan. However all the work was now done on the Community Plan, it needed to be published and therefore she needed to ask the Council to pay for the publication. However she further advised that she was seeking sponsorship and if this was successful it would be offset against the total bill thereby reducing the contribution from the Parish. Additionally if further savings could be made by combining distribution with other publications this would be done.

The Council

RESOLVED

That sponsorship be sought for publication and delivery of the Community Plan but that the Parish Council agree to pay for the shortfall up to £3031.00 with a contingency of 10%.

This was proposed by Cllr Martin Trevett, Seconded by Cllr Raj Khiroya and carried unanimously.

Recommendation 2 NEIGHBOURHOOD PLAN - The Council had earlier heard from Vivien Lantree on the subject and Cllr Jane White gave some further background advising that she no longer wished to Chair this Committee and Vivien Lantree had volunteered to take on this role. Terms of reference had been drafted and made available to Members prior to the Meeting. One change was agreed to para 9 - that amendments to the Terms of Reference be notified to **and agreed by** the Parish Council.

The Council

RESOLVED

That the Terms of Reference, with the change to Para 9 to include the wording 'and agreed by', be approved for the Neighbourhood Plan Steering Group.

This was proposed from the Chair and carried unanimously.

It was suggested that Residents needed to be made aware of the difference between the Community Plan and Neighbourhood Plan and that perhaps the website and Chorleywood Matters could be used to assist the Working Group in this task.

15/83 ACCOUNTS FOR PAYMENT

The following queries were raised on the Accounts for Payment

Cheque 409364 Quarter 1 Churchyard Maintenance – the Deputy Clerk advised that the Parish Council had responsibility for the maintenance of Christchurch Church yard which had been taken on many years previously when the Churchyard was closed for further burials. This was not uncommon for Parish Councils

to take on such responsibilities. The contract with Christchurch specified a required level of maintenance which the Church could supplement at their own expense if desired. It was noted that works to two trees in the Churchyard had been undertaken by contractors earlier in the day for health and safety reasons and the Parish Council would be picking up the bill for these works as well.

Cheque 409383 Grant Funding re WW1 book – in the absence of the Clerk, the Deputy Clerk was unable to give any further detail on this. The Clerk would be asked to respond with further details following the meeting

Cheque 409392 Survey and Report – in the absence of the Clerk, the Deputy Clerk was unable to give any further detail on this. The Clerk would be asked to respond with further details following the meeting.

Energy Bills – in response to a question, Members were advised that all energy contracts were now with Eon as the cheapest supplier for Gas and Electricity. The only contract that had not been with Eon had recently been switched to Eon from British Gas following a price comparison showing Eon as the cheaper supplier.

The Council
RESOLVED
To note the report

15/84 COMMUNITY PLAN

This agenda item was taken earlier in the meeting after Agenda item 7 (Minute 15/80) and further discussed as part of Minute 15/82 Planning Committee Minutes of the 12th April 2016.

Cllr Jane White advised Members that the Community Plan Document was ready to go to the Printers and would therefore be on doorsteps in Chorleywood in the next 4 – 6 weeks. It was intended that there would continue to be regular meetings of the Community Plan Group, probably four times a year. The next phase was to start looking at how to deliver the items that had been highlighted in the plan for attention. The Neighbourhood plan was now the Legal part of the activity. At this point Cllr Martin Trevett raised a possible Declaration of Interest. In his role as a District Councillor Neighbourhood plans were part of his portfolio and therefore if the detail of such a plan was to be discussed, he would need to declare an interest and leave the meeting. It was stated that such detail was not being discussed at this meeting, only the principles were being covered and Cllr Martin Trevett therefore remained in the meeting. Cllr Jane White advised that she was stepping down and that Vivien Lantree had volunteered to take on the Role of Chair of the Neighbourhood Plan Steering Group. Vivien Lantree advised that Cllrs Steve Watkins and Jackie Worrall, together with Gareth Hunt, had put themselves forward to be on the Neighbourhood Plan Steering Group. The Group had its remit closely defined by the Terms of Reference and she would be producing a Project Plan to inform the Council of clear stages and timescales. In response to a Member's question she advised that the Group would meet monthly. It was noted that grant funding in the order of £4 – 5K should be available for the Neighbourhood Plan. Cllr Martin Trevett confirmed that when the referendum stage of the Neighbourhood Plan was reached, the cost of the referendum was required to be met by the District Council. It was suggested going forward that this agenda item be titled Community and Neighbourhood Plans Update.

15/85 CLOSURE

The meeting have started at 7.30pm, closed at 8.37pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....