

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road,
Chorleywood, on Tuesday 28th June 2016**

MEMBERSHIP & ATTENDANCE

Chairman: * Jane White

Councillors: Jo Clarke * Alison Preedy
 Barbara Dickens * David Raw
 * Tony Edwards Martin Trevett
 * Raj Khuroya * Steve Watkins
 * Rodney Kipps Jenny Wood
 * Jill Leeming * Jackie Worrall
 * Ken Morris

*Denotes Member present

Officers Present: Yvonne Merritt – Clerk to the Council
 Claire James – Deputy Clerk
 Laura Hamilton – Admin Assistant

16/01 PUBLIC FORUM

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

Mike Westacott – Recent & future French Markets and the French Flag
Rob Sadler from Goodman Nash – Business Rates
Vivien Lantree & Gareth Hunt – Neighbourhood Plan

16/02 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no reports received from District and County Councillors.

16/03 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jo Clarke, Barbara Dickens, Martin Trevett, Jenny Wood .

16/04 DECLARATIONS OF INTEREST

There were no declarations of interest.

16/05 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 19th April 2016

These were duly signed by the Chairman

and

To note the minutes of the

Annual Parish Meeting dated 3rd May 2016 and

Annual Meeting dated 3rd May 2016

16/06 MATTERS ARISING FROM THE PREVIOUS MEETING

15/82 Committee Minutes – Policy and Resources 5th April 2016 -An update was give on the Website and how the changes to this would be moving forward with a working party of Councillors, Officers and the Webmaster.

15/83 Accounts for Payment — in the absence of the Clerk at the meeting of 19th April 2016, the Deputy Clerk had been unable to give any further detail on two cheques queried by Members which the Clerk now responded to:

Cheque 409383 Grant Funding re WW1 book This had been agreed at Policy and Resources Committee and was grant funding for the Historical Society part of U3A. It was understood that the resulting book was due for publication shortly,

Cheque 409392 Survey and Report – This was confirmed to be the Ecological report undertaken by Graham Bellamy, the expenditure for which had been authorised by the Chairman Tony Edwards.

16/07 CHAIRMAN'S ANNOUNCEMENTS

Sad News: Cllr Jane White advised that it was her duty to pass on the sad news regarding the death of a former Councillor of Chorleywood Parish Council, Max Green, who had served the Council for 3 terms and had performed the role of Chairman twice during this 12 year period. The Funeral arrangements were advised as 11.30am on the 7th July at Amersham Crematorium. The Clerk advised that his family had asked for someone from the Parish Council to speak and it was agreed that Cllr Jackie Worrall would perform this role.

Cllr Raj Khiroya stated that Max Green had served the Council well and been a valuable member of a number of committees over his time and as a mark of respect requested that a minutes silence be held which was duly done.

The Clerk asked for a show of hands to advise attendance at the Funeral which would also include three officers who had known him well and wished to pay their respects.

The Chairman also asked that the Council bear with the office over the next few weeks as two officers had recently had family bereavements and would be out on compassionate leave.

TRDC Leisure and Wellbeing Committee 29th June: The Chairman advised that TRDC were recommending to the TRDC Leisure and Wellbeing Committee that Planning permission be applied for a Play Area on Chorleywood Common. As this was against what the Parish Council had resolved on the Play Area, Cllr Tony Edwards had prepared an address to be made to the TRDC Committee and asked the Council for permission to make the statement on behalf of the Council. Cllr Tony Edwards read out the statement and

The Council

RESOLVED

That Cllr Tony Edwards makes the statement as read to the Leisure and Wellbeing Committee the following evening on behalf of the Parish Council.

This was proposed from the Chair and carried with 9 votes in favour and one abstention.

By Election 14th July: It was confirmed that an election had been called for the three Councillor vacancies left by the resignations at the end of the last council year. There were 7 candidates although the validity of one was being challenged. Councillors had agreed that Poll cards should be issued. It was noted that it was a democratic right of parishioners to call an election. It was understood that the election would cost the Parish in the region of £5,000 and it was further noted that the Council would need to look at the budgets for next year to fill that gap. It was also hoped that as Watford Rural Parish also had a by election that some of the costs could be shared to reduce the final bill.

Chorleywood Residents Association: The Chairman advised that Owen Edis was the new Chairman of the Residents Association with David Hiddleston as his deputy. The Executive Committee had been reduced from 16 to 8 members. The Chairman had met with Owen Edis who had expressed his desire to work with the Parish Council and build bridges moving forward. She had therefore been surprised to get a letter from

five residents questioning the process operated by the Council at recent meetings on the Play Area. The Chairman asked if there was anything that could be taken forward as lessons learnt from a Council perspective. It was felt that the role of an Advisory Committee to the Council had been misunderstood by members of the public and the reporting arrangements by Officers to Councillors also misunderstood. The letter had also suggested that Councillors had been confused and misinformed and the Chairman sought views on this suggestion. It was noted that not all members of the PACC had been signatories to or consulted on the letter and Cllr Jackie Worrall stated that it was extremely rude for other members of the PACC not to be considered. Cllr Steve Watkins felt that everyone had been supplied with every report that was available and Cllr Jill Leeming stated that she had not been the least bit confused, both statements being met with general agreement from other Councillors.

Village Day: Despite the recent wet weather, Village Day would be going ahead on the 9th July as planned. There were over 100 stalls booked in. The Officers would need help from councillors on the day and asked for members to come forward to assist.

Chiltern Open Air Museum (COAM): Councillor Steve Watkins advised that he would be attending a reception this coming Saturday to mark the 40th Anniversary of COAM

16/08 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

16/09 CLERKS REPORT

South Lodge: The Clerk updated Members on the need to better sound proof the new Common Room before the Council could move committee meetings there. Once that had been sorted the screen and projector would then need to be fitted.

Junior Rangers: The Clerk explained to Members the concept of the Junior Rangers which was being launched at Village Day by the Friends of Chorleywood Common (FoCC) working in partnership with the Parish Council Rangers. Cllr Tony Edwards remarked on the very positive, useful and 'can do' attitude of the meeting that had been held with FoCC.

Scarecrow Competition: Further detail of this was given to Members and it was suggested that the Parish Council might be able to provide some hay. It was also noted that the Rangers would be providing entries for the competition.

Grazing: Members were advised that the cattle that had come in to graze were youngsters and although being fully trained before arriving, they had not been turned out onto pasture prior to their arrival and escaped on a couple of occasions, disregarding the shocks from the collars in search of the lush grassland of the Common. It was noted, in response to a question from a member of the public that it been neither the collar or the fencing that had failed but that the issue was with the young age and inexperience of open land of the cattle. The decision was therefore taken that they be returned to the farm. A number of options were now being explored and it was the intention to have cattle grazing again later in the summer/early autumn.

Montessori School: In response to a question from Cllr Raj Khuroya, the Clerk updated Members on the current state of play with the Montessori School.

Public Space Protection Orders: the Clerk advised that the Penalty Charge Notice books should be arriving later in the week and the launch would therefore follow shortly after this.

The Council

RESOLVED

To note the report.

Agenda Item 11 Business Rates and 13 Community/Neighbourhood Plan were then taken after agenda item 8, but will be minuted in order.

16/10 COMMITTEE MINUTES

Extra Ordinary Full Council Meeting 26th April - Cllr Tony Edwards presented the notes of the Extra Ordinary Full Council meeting of the 26th April 2016. Two amendments were made by Cllrs Jackie Worrall and David Raw. Under Cllr Jackie Worrall's contribution Chorleywood South should be recorded as Chorleywood North. Under Cllr David Raw's contribution, the penultimate sentence should have the word 'not' removed. It was also noted that Cllr Alison Preedy spelt her first name with one 'l' not two as in the minutes. Thanks were recorded to the Officers for the comprehensive notes of the meeting and the minutes were adopted.

Planning 10th May 2016: Cllr Raj Khuroya presented the minutes with no issues being raised

Open Spaces 17th May 2016: Cllr Tony Edwards presented the minutes. It was agreed that the Parish Paths leaflet should be progressed and a meeting would be set up in the near future. The meeting at Copman's Wick to discuss the dumping issue at that site and the wooded area at the edge of the site, had been held earlier that day and there were a number of options that had been raised that needed to be thought through further with the legal implications of some being investigated. These would be taken to the next meeting of Open Spaces.

Village Halls 24th May 2016: Cllr Rodney Kipps presented the minutes and no issues were raised

Policy and Resources 31st May 2016: This meeting had been cancelled.

Planning 7th June 2016: Cllr Steve Watkins presented the minutes and no issues were raised

16/11 ACCOUNTS FOR PAYMENT

The following queries were raised on the Accounts for Payment

Cheque W403604 Repair to broken waste pipe and W403605 Repairs to toilet and Flush – these were felt to be on the high side for the works described. The Clerk explained that this was a new format of report coming from the new Finance system and that there may have been more work undertaken than indicated by the transaction detail in the report. It was also noted that a transaction of £0.30 on the parish accounts, whilst explained at the meeting as a valid direct debit adjustment did not give this information in the listing. The Clerk felt that the addition of another field used in the new Finance system might address this and she would investigate whether it could be added to future reports. The detail of the works behind the two Halls transactions would be reported back to the Halls Committee. The discussion led on to the question of whether maintenance contracts went out to tender. The Clerk explained that expenditure items such as this were usually for work that needed to be resolved quickly either in an emergency or to facilitate a halls booking and did not allow for quotes to be sought. The Council had a list of approved Contractors and under Standing Orders & Financial Regulations 3 Para 3.4 she had authority to place such items of work up to a limit of £1000.

The Council

RESOLVED

To note the report

16/12 BUSINESS RATES

This agenda item was taken earlier in the meeting after Agenda item 8 (Minute 16/08)

Rob Sadler from Goodman Nash had made a presentation to Councillors as part of the Public Forum at the start of the meeting on reclaiming Business rates for South Lodge. He had advised the Council that there was a sum of money that could be reclaimed with Goodman Nash taking a percentage of this for their work to achieve this. In response to a question from a Member, the Clerk advised that this was not something she had the expertise on and hence why an outside company need to be involved. It was understood why a charge needed to be made but felt the percentage was on the high side and therefore a number of quotes

from other companies should be sought if the Council went down this route and two Councillors offered to provide the names of alternative companies.

The Council

RESOLVED

- 1) That a reduction in business rates was pursued and
- 2) Three quotes for achieving this be sought, including Goodman Nash

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

16/13 END OF YEAR ACCOUNTS

The Clerk took Members through the Annual Governance statement 2015/16, which had been received by Councillors as part of the pack for the meeting, explaining how the statements were addressed. Statements 1-8 were all responded to in the affirmative with Question 9 not being applicable.

The Council

RESOLVED

That the Annual Governance Statement and Accounts for 2015/16 be approved

This was proposed from the Chair and carried unanimously.

16/14 CHRISTMAS LIGHTS

Members agree that the solar powered Christmas trees which replaced the Christmas lights last year had been met with approval from residents. It was noted that if the Council wished to go with these again for the coming year there was the opportunity of a price discount for ordering early. As the tender exercise had been undertaken the previous year there was not need to go through it again this year and with respect to the illuminated trees this was the only company that had been found to do them at a reasonable charge.

The Council

RESOLVED

That the Christmas trees be contracted once again for the coming year

This was proposed by Cllr Raj Khiroya, seconded by Cllr Ken Morris and carried unanimously.

16/15 COMMUNITY/NEIGHBOURHOOD PLAN

This agenda item was taken earlier in the meeting after Agenda item 8 (Minute 16/08) and Agenda Item12 (Minute 16/12)

Cllr Jane White circulated the finished Community Plan Document with the statement that it would be printed and circulated to all households in the near future.

Vivien Lantree and Gareth Hunt presented the background to the Neighbourhood Plan and went through the statements in detail. The communication of the plan was discussed with suggestions that a launch be held at the War Memorial Hall. This had been done in another local parish and had been well received. It was noted that if it was approved by TRDC and agreed by a referendum of residents, the Parish Council would then use it as part of the Planning Committee approvals process. It was noted that some grant funding from the Parish Council may be required but that if approved and put in place would generate a further percentage of CiL money being received by the parish for use in the community.

The Council

RESOLVED

That the draft Neighbourhood Plan be accepted and the Council were happy for it to be taken to the next stage of approval by TRDC.

This was proposed by the Chairman Cllr Jane White and carried unanimously.

Members also thanked the Neighbourhood Plan team of Vivien Lantree, Gareth Hunt and Cllrs Steve Watkins and Jackie Worrall for their work on the plan.

16/16 CLOSURE

The meeting have started at 7.30pm, closed at 9.56pm

These minutes have been checked by the Chairman.

Signedagreed via email..... Dated5th July 2016.....

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

SignedDated.....