

**CHORLEYWOOD PARISH COUNCIL**

**MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road,  
Chorleywood, on Tuesday 13<sup>th</sup> December 2016**

**MEMBERSHIP & ATTENDANCE**

<b>Chairman:</b>	<b>* Jane White</b>	
<b>Councillors:</b>	<b>Jo Clarke</b>	<b>* David Raw</b>
	<b>* Tony Edwards</b>	<b>Martin Trevett</b>
	<b>* Raj Khuroya</b>	<b>* Steve Watkins</b>
	<b>* Rodney Kipps</b>	<b>Mike Westacott</b>
	<b>* Jill Leeming</b>	<b>* Jenny Wood</b>
	<b>Geoffrey Liley</b>	<b>Jackie Worrall</b>
	<b>* Ken Morris</b>	<b>* Sarah Wright</b>
	<b>* Alison Preedy</b>	

\*Denotes Member present

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

**16/42 PUBLIC FORUM**

There were two members of the public present, neither wished to address the Council.

**16/43 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS**

There were no reports received from District and County Councillors.

**16/44 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Jo Clarke, Geoffrey Liley, Martin Trevett, Mike Westacott and Jackie Worrall.

**16/45 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**16/46 APPROVAL OF MINUTES**

It was noted that under Minute 16/30, the additional flags requested at the previous meeting had not been recorded in the minutes.

The Council

**RESOLVED**

To approve the minutes of the Full Council meeting of 18<sup>th</sup> October 2016 subject to the addition of the requirement of the additional flags of St Andrews, St Patricks and the Flag of Wales.

These were duly signed by the Chair

**16/47 MATTERS ARISING FROM THE PREVIOUS MEETING**

It was noted that Planning permission was not required for the flagpole outside the Parish Office. Members were updated on the status of the action points listed at the end of the minutes.

## **16/48 CHAIRMAN'S ANNOUNCEMENTS**

The Chair had represented the Council at two events, the installation of the new Reverend at St Andrews and at Remembrance Sunday.

The Chair had attended a training course covering a number of topics and wished to bring Members attention to a very useful NALC document on Pre-determination, copies were circulated to members.

Members were advised of the forthcoming by-election that had been called with two candidates standing.

The Chair had been involved in initial meetings driving changes to the Parish Council Website. She advised that she had also attended an informal meeting with Chorleywood Residents Association.

## **16/49 QUESTIONS UNDER STANDING ORDER 9**

There had been no questions received under Standing Order 9

## **16/50 CLERKS REPORT**

The Deputy Clerk highlighted items from the report which had been produced by the Clerk.

**Quiz Night:** It was noted that each charity attending Quiz night had received £390 with Watford Mencap being drawn out of the hat to receive £500. The Chair recorded her thanks to Bob and Diane Whitney and to the Officers for their work.

**By Election:** The Chair brought the cost of elections to Member's attention as the budget for Elections would now need to be raised given the money that had been spent on By elections this year.

The Council

**RESOLVED**

To note the report.

## **16/51 COMMITTEE MINUTES**

**Planning 1<sup>st</sup> November 2016:** Cllr Raj Khiroya presented the minutes and no issues were raised

**Village Halls 8<sup>th</sup> November 2016:** Cllr Rodney Kipps presented the minutes and no issues were raised

**P&R Extraordinary meeting 15<sup>th</sup> November 2016:** Cllr Jane White presented the minutes and no issues were raised.

**Open Spaces 22<sup>nd</sup> November 2016** Cllr Tony Edwards presented the minutes and gave the background to the recommendation that Full Council consider the revised plan for Village Day and seek commitment from other Councillors to the event and budget implications. He stated that in essence it was about bringing the best of both events of Village and Commons day into one. After a short discussion

The Council

**RESOLVED**

To accept the revised plan for Village Day, noting the budget implications and the required commitment from Councillors.

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

It was agreed that 'Chorleywood Cake off ' and the Tug of War would continue as attractions. A separate meeting would be held to brainstorm ideas for further new attractions.

**Planning 29<sup>th</sup> November 2016:** Cllr Raj Khiroya presented the minutes. The locations for the Gateway signs were noted as the roads outside:

The Royal Masonic School  
Clements Danes School  
Arnett Hills and  
Shire Lane coming in from the Chalfonts.

The Recommendation to Full Council was presented:

That all Parish Councillors are asked to provide further suggestions and support re parking problems to assist the TRDC consultant in resolving the parking issues within Chorleywood.

It was noted that Parking Working Party Chairman District Cllr Angela Killick had written a report on findings so far which had been sent in to TRDC. The Planning Committee had agreed the report and were seeking support from Full Council to this good report to TRDC.

The Council

**RESOLVED**

That all Parish Councillors are asked to provide further suggestions and support re parking problems to assist the TRDC consultant in resolving the parking issues within Chorleywood and that Full council support be given to the report to TRDC.

This was proposed by Cllr Raj Khiroya, Seconded by Cllr Alison Preedy and carried unanimously.

**Policy and Resources 6<sup>th</sup> December 2016:** Cllr Jane White presented the minutes. The Website ideas input from the French student on work experience was noted. Cllr Raj Khiroya asked whether Christchurch School had forwarded their insurance policy and was advised that nothing had yet been received.

#### **16/52 ACCOUNTS FOR PAYMENT**

In response to Member's questions the invoice for P Fleming was clarified to be the Webmaster and the reasonable annual cost of the website discussed. An update was given on the possible vandalism to the Hanging baskets in the Village.

The Council

**RESOLVED**

To note the report

#### **16/53 COMMUNITY/NEIGHBOURHOOD PLAN**

**Neighbourhood Plan:** Cllr Jane White advised Members that there was an update on the Community Plan in the latest issue of Chorleywood Matters. With respect to the Neighbourhood Plan it was noted that Cllr Steve Watkins was working with Cllr Jackie Worrall and Mrs Vivien Lantree. Very useful input had been made by TRDC at a meeting with them and Members were advised that this would involve considerably more work but would be more structured as a result. However it was noted that it would be a long process. Cllr Steve Watkins advised that help from either Councillors or Members of the Public on this increased workload would be gratefully received.

#### **16/54 EXCLUSION OF PRESS AND PUBLIC – Confidential Business**

The Council

**RESOLVED**

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the press and public be temporarily excluded for consideration of the Part two minutes of the Full Council minutes of the 18<sup>th</sup> October 2016 and they are instructed to withdraw.

The Two members of public left.

**Full Council 18<sup>th</sup> October 2016 Part Two Minutes**  
**16/40 Consideration of a new Assistant Rangers Post for the common**

Cllr David Raw sought clarification of the minutes which was given by a number of Members and the background to the subject discussed. The minutes were then agreed with no changes made.

**16/55 CLOSURE**

The meeting have started at 7.30pm, closed at 8.45pm

These minutes have been checked by the Chairman.

Signed ..... Agreed by email..... Dated .....24/01/17.....

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

Signed .....Dated.....

**SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS**

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
FC 16/29	ACTION	Any questions regarding Overtime, contractors and building costs to be brought up at Policy and Resources. <i>Ongoing</i>	Members
FC 16/29 Office Refurbishment	Action	A project plan for the planned activities for the refurbishment of the Office to be provided. <i>Ongoing</i> <i>Cllr Raj Khiroya appointed as lead councillor for the project</i>	The Clerk
FC 16/29 Dates for Diaries	Action	List of the Charities benefiting from the Parish Council Quiz night in November and the amount received to be provided following the event <i>List had been published in the recent issue of Chorleywood Matters</i> <i>Completed</i>	The Clerk
FC16/30 P&R 13.09.16	Resolution	To purchase and install a flagpole and flags for outside the Parish Office. <i>Members advised that a second quote was being obtained</i> <i>Ongoing</i>	Officers

& FC 16/ 46 Approval of Minutes		Additional flags to include St Andrews, St Patricks and the Flag of Wales.	
FC16/30 OS 20.09.16	Resolution	To consider the best points of Commons Day and to combine these with Village Day – to put to the next Open Spaces committee <b>Completed</b>	The Clerk
FC16/30 P 04.10.16	Action	To put the result of the Business Rates recovery exercise in Chorleywood News <i>Members advised that this would be included in the next issue as part of the budget article.</i> <b>Ongoing</b>	Chorleywood Matters Committee
FC16/34	Resolution	To place £100 on deposit with the Solicitor <i>Members advised that this would be done after the next joint parish meeting when it would be confirmed whether all the other parishes had bought into the scheme.</i> <b>Ongoing</b>	The Clerk
FC16/36	Action	To invite Cllr Martin Trevett to give an update on the District parking initiative working party to planning every month. <i>Angela Killick attended Planning for this purpose.</i> <b>Completed</b>	Chair of Planning – Cllr Raj Khiroya
FC 16/36	Action	To ask Cllr Angela Killick to advise on the makeup of the District Parking Initiative working party. <b>Ongoing</b>	Cllr Geoffrey Liley
FC 16/51 Committee Minutes Open Spaces 22 <sup>nd</sup> November 2016	Action	A separate meeting would be held to brainstorm ideas for the New Village Day attractions.	All Councillors

FC 16/51 Committee Minutes Planning 29 <sup>th</sup> November	Action	Full Council support to be given to the report produced by District Cllr Angela Killick to TRDC.	The Clerk
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***Note: Completed actions will be removed one meeting after completion has been recorded.***