

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the Parish Office, South Lodge, Rickmansworth Road, Chorleywood, on Tuesday 31st January 2017

MEMBERSHIP & ATTENDANCE

Chairman: * Jane White

Councillors:

Jo Clarke	* Alison Preedy
* Tony Edwards	* David Raw
* Raj Khuroya	* Martin Trevett
* Rodney Kipps	* Steve Watkins
Carol Kristian	Mike Westacott
* Jill Leeming	* Jenny Wood
* Geoffrey Liley	* Jackie Worrall
* Ken Morris	Sarah Wright

*Denotes Member present

Officers Present: Yvonne Merritt - Clerk
Michelle Putman – Admin Officer
Laura Hamilton – Admin Assistant

16/56 PUBLIC FORUM

There were four members of the press and public present.

Mr Greg Hill Chairman of Friends of the Common made representation to the Council in favour of the Nature Trail on the Common.

16/57 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

Cllr Martin Trevett made representation as a District Councillor on the agreed parking proposals at TRDC. He advised that there were three strands to the strategy.

1. To reduce the deficit this amounted to £180K per year.
2. To renew the parking enforcement contract
3. To look at off street parking charges.

All the details were in the report which is attached as Appendix 1.

Cllr Trevett advised that the third stand would be dealt with over a period of three years as there were 700 schemes to deal with. It was unlikely that Chorleywood would be investigated until 2018/19.

It was therefore agreed that the Parking Working Party be suspended and be resurrected when the consultation process involved Chorleywood.

16/58 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jo Clarke, Carol Kristian, Mike Westacott and Sarah Wright.

16/59 DECLARATIONS OF INTEREST AND DISPENSATION

Cllr Steve Watkins declared a non-pecuniary interest in the item relating to the Chiltern Open Air Museum
Cllr Rodney Kipps declared an interest in the Royal British Legion

16/60 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council meeting of 13th December 2016

These were duly signed by the Chair

16/61 MATTERS ARISING FROM THE PREVIOUS MEETING

Minute 16/46, it had been agreed that the flags of all four British Countries would be flown at the appropriate time. Cllr Trevett however advised that there were certain protocols when flying flags on public building which would need to be adhered to, which complicated the issues.

The Council

RESOLVED

That the resolution 16/46 be amended to :

Flags carrying the Parish Logo, the Union flag and the flag for Armed Forces Day are purchased.

This resolution was proposed by Cllr Trevett, seconded by Cllr Morris and carried with 12 in favour and one abstention.

16/62 CHAIR'S ANNOUNCEMENTS

The Chair advised that the new Assistant Parish Ranger had started on the 23rd January. He was trained in all aspects of the Rangers practical work and would be learning about the environmental aspects of the job.

The Rangers had been working at Grovewood clearing the laurel, receiving a mixed reception.

The Chair was attending a training course on Law and procedures the following week.

She wished to thank Cllr Watkins and the Admin Assistant for attending the annual Christmas Lunch Club on her behalf.

Sadly there were two bereavements to mention; firstly the Chair was sad to report that Derek Sears had suddenly passed away on 24th January. He had worked for the council for just over 10 years as Caretaker at the Bullisland Hall. The funeral is to take place at Chiltern Crematorium on Friday 10th February at 1pm. Secondly Bill Cattle had passed away after a short illness. Through his love of nature he had instigated the Butterfly surveys, later teaching volunteers the methodology of survey work which allowed this valuable data to continue. His funeral also at Chiltern Crematorium would take place at 10.15am on Monday 6th February 2017.

On a happier note the Chair wished Cllr Rodney Kipps a happy 70th Birthday which would be celebrated on the 22nd February.

The Chair also welcomed Carol Kristian as the new elected Councillor for Cedars Ward.

Regarding elections the Chair advised that the recent by- election had cost the Council and therefore parishioners £2100. Cedars ward is small with 101 people voting which has cost over £20.00 per vote. This is not good use of public money. If the Council is unfortunate enough to have another vacancy before May of next year, the Chair stated that it would be very unfortunate in the extreme to instigate yet another by-election when the process for co-option works well and is free. She urged everyone to think about this if the situation arises.

Finally the Vice-Chair invited all Councillors, staff and guests to an open day at Chiltern Open Air Museum on the 1st April. The event was free of Charge but the Charity asked for donations. Cllr Watkins was a member

of the Trust and was keen to show everyone around. It was suggested that everyone meet at the Parish Office at 10am. The Clerk advised that she would send a memo round to all councillors as a reminder nearer the time.

16/63 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

16/64 CLERKS REPORT

Village Day – copies of the publicity material was passed round to all Councillors. The Admin Assistant advised the Councillors about the new format using *Zones*. She advised that there was to be more of an environmental theme to showcase what the common was all about. Works was already on-going with major attractions already booked such as the Birds of Prey who would also be doing two aerial displays. Ark Farm and a blacksmith who would be demonstrating his work. It was hoped that more environmental exhibits would be sourced. Work was ongoing to obtain sponsorship. Savills had agreed to be the main sponsor giving £1500.

Instagram – The Chair has opened an Instagram Account on behalf of the Parish Council. This is to showcase what the Council do and its facilities. If any Councillors had some particularly interesting photographs please forward them to the Chair and she will share them on Instagram.

The Council

RESOLVED

To note the report.

16/65 COMMITTEE MINUTES

Planning 3rd January 2017: Cllr Raj Khiroya presented the minutes - it was noted that the revised design of the Gateway signs had been received which will be discussed at the next meeting.

Village Halls 10th January 2017: Cllr Rodney Kipps presented the minutes. It was noted that the Council had not received any information regarding a refund on the faulty fridge Freezer.

Open Spaces 17th January 2017 Cllr Tony Edwards presented the minutes.

Recommendation – Chorleywood Common Nature Trail

That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy.

Cllr Jackie Worrall whilst in favour of the scheme was concerned of the perception parishioners may have if the proposal to increase the precept went ahead, spending this money on a Nature Trail. The Clerk advised that there were very strict rules regarding how CIL money could be spent. The Money had to be used for Community Infrastructure and could not be used for revenue projects. It was also noted that there was currently insufficient funds in the pot to carry out the whole project. Cllr Edwards advised that this was for economies of scale – carrying out all ground work would be cheaper if done together. Applications for Grant funding were to be applied for from Tesco Bags for Life for the noticeboards which if successful would reduce the cost.

Cllr Trevett moved the motion stating that this was just the sort of project that the CIL money was for. This was seconded by Cllr Watkins

The Council

RESOLVED

That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy.

Carried 11 in favour with 2 abstentions.

Cllr Watkins stated that the Wildwood Dens were what the Chorleywood Mums had in a roundabout way originally asked for. The Parish Council were providing this facility to the Community at no cost. TRDC were pursuing the planning for an additional play area on the Common which was likely to cost the Tax Payer an awful lot more than the £100k budget. Most of the debated initially had been about obesity in Children – the TRDC model would not reduce this whereas the Nature Trail would encourage visitors to move around the Common. Cllr Watkins asked Cllr Trevett why the Money set aside for the Play Area in Chorleywood couldn't be used to enhance what the Parish were doing. Cllr Trevett stated he was unable to comment.

Policy and Resources 24th January 2017: Cllr Jane White presented the minutes.

16/48 Declarations of interest – it was noted that Cllr Watkins was not a Trustee of the Chiltern Open Air Museum but a volunteer.

Recommendation 1 – Financial Comparison Christmas Lights

That the Council request that the solar powered Christmas tree lights are provided by the supplier free of charge for the next financial year.

The Admin Assistant advised the Council that the Company had offered compensation of 25% of the cost in the form of a Credit note for next year. The issued had been faulty timer switches, and whilst the company had come out several times they could not be fixed.

Members stated that the poor performance of the lights reflected badly on the Parish Council. Public money had been spent in good faith and the Company had badly let everyone down. It was also noted that there was now a trust issue. If the Council decided to go with the same company next year would the same problem occur? If lights had been purchased from a shop and were found to be faulty a full refund would be given. The same should apply in this instance.

The Council
RESOLVED

That the Admin Officer insist upon a full refund for the Christmas Lights under the Sale of Goods Act 2015 as they were proven to be faulty.

This was proposed by Cllr Trevett, seconded by Cllr Preedy and carried 10 in favour with three abstentions.

Recommendation 2 – Draft Precept 2017/18

To increase the precept to £450,000 adding £11630 into reserves reducing the deficit by just of 23% = £72.76 per band D equivalent an increase of £4.8% which equates to £3.49 per year or 7p per week.

That the next edition of Chorleywood Matters shows the goods and services provided by the Council to explain the increase.

Members discussed the merits of increasing the precept and the implications for the parish. It was noted that the Council had below recommended amount in unallocated reserves. The Council had to be mindful of the auditor's recommendations. It was advised that the Council had spent money in the last year without having a budget – the larger items being the work on the Hollybush Hall, the A404 crossing and the election costs. The village halls were also still being subsidised despite the increase in revenue from the Hollybush Hall.

It was also noted that this year TRDC would not be passing on the revenue grant subsidies that they receive to the Parish.

On a more positive note the Revenue Budget had only increased by inflation due to savings from Business Rates and the refund obtained. The cost of the new Parish Ranger had therefore been absorbed without having to increase the precept further.

Looking forward the Council had to re-coup the cost of the be-elections this year to replace funds spent. Work was required to South Lodge to bring it in line with H&S requirements and it was important that the Council act responsibly to the Auditors recommendations.

The Council
RESOLVED

To increase the precept to £450,000 adding £11630 into reserves reducing the deficit by just of 23% = £72.76 per band D equivalent an increase of £4.8% which equates to £3.49 per year or 7p per week.
That the next edition of Chorleywood Matters shows the goods and services provided by the Council to explain the increase.

This was proposed by the Chair, and carried 9 in favour, 1 against and 3 abstentions.

It was noted that whilst some of the expenditure had been out of the Councils control, Committees should look at the full cost implications on future decisions.

16/66 ACCOUNTS FOR PAYMENT

The Council
RESOLVED
To note the report

16/67 COMMUNITY/NEIGHBOURHOOD PLAN

Neighbourhood Plan: It was noted that Croxley Green Parish Council had submitted their Neighbourhood Plan to TRDC. Cllr Trevett advised that it had been returned to make amendments. This was to be a topic for discussion at the next Joint Parish Meeting to be held in February.

There was nothing to report on progress of the Chorleywood Neighbourhood Plan.

16/68 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 18th October 2016 and they are instructed to withdraw.

The four members of public and press left.

Policy and Resources Committee 24th January 2017 Part Two Minutes

Minutes

16/60 Bullsland Hall Caretaker – No comments

16/61 Performance Development reviews

It was noted that despite the tight time scales the PDR's had all been completed. Agreed job descriptions would be forwarded to Watford HR for review and a report on the PDRs would be forwarded to the next P&R meeting.

16/62 Engagement of a surveyor for the Council – No comments

16/69 CLOSURE

The meeting have started at 7.30pm, closed at 9.11pm

These minutes have been checked by the Chairman.

Signed Dated

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

SignedDated.....

SUMMARY OF ACTIONS AND RESOLUTIONS REQUIRING ACTIONS

REFERENCE	RESOLUTION / ACTION	ACTION REQUIRED	BY WHOM
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
FC16/30 P&R 13.09.16 & FC 16/ 46 Approval of Minutes FC 16/61 Approval of the minutes	Resolution Resolution	To purchase and install a flagpole and flags for outside the Parish Office. Additional flags to include St Andrews, St Patricks and the Flag of Wales. That the previous decision be rescinded due to flag protocols and that only the parish logo, Union flag and Armed Forces Day be purchased <i>Ongoing</i>	Officers
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> <i>Ongoing</i>	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 parish's had bought into the scheme.</i> <i>Ongoing</i>	The Clerk

FC 16/36	Action	To ask Cllr Angela Killick to advise on the makeup of the District Parking Initiative working party.	Cllr Geoffrey Liley
FC 16/57	Resolution	The Parking Working Party be suspended and be resurrected when the consultation process involved Chorleywood. Completed	
FC 16/51 Committee Minutes Planning 29 th November	Action	Full Council support to be given to the report produced by District Cllr Angela Killick to TRDC. Completed	The Clerk
FC 16/65 Committee Mins OS 17/1/17	Resolution	Chorleywood Common Nature Trail That the Council spend £45k on the Nature Trail as this stage to provide two Wildwood Dens, Notice Boards and Carvings with funding from the Community Infrastructure Levy. Ongoing	Clerk
FC 16/65 Committee Mins P&R 24/1/17	Resolution	Office to seek a full refund for the Christmas Lights under the Sale of Goods Act 2015 as they were proven to be faulty. Ongoing	Officers
F/C 16/65 Committee Mins P&R 24/1/17		That the next edition of Chorleywood Matters shows the goods and services provided by the Council to explain the increase in the precept. Ongoing	Chorleywood Matters Committee

Note: Completed actions will be removed one meeting after completion has been recorded.