

CHORLEYWOOD PARISH COUNCIL

MINUTES of the meeting of the PARISH COUNCIL held in the Common Room at the War Memorial Hall, Common Road, Chorleywood, on Tuesday 27th June 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 * Jenny Wood
* Jill Leeming Jackie Worrall
* Geoffrey Liley Sarah Wright
* Ken Morris

*Denotes Member present

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

17/19 PUBLIC FORUM

There were two members of the press and public present. Michael Hyde addressed the Council on behalf of Greg Hill Chairman of the Friends of Chorleywood Common who was unable to attend. He congratulated the Council on the Nature Trail progress and raised concerns on the aesthetics of the proposed height barriers at the War Memorial Hall permissive parking area vs the inconvenience of evicting the Travellers. He also asked if there was any resolution of the Horse Riding issue.

The Clerk replied that the Parish Council had held a meeting with the British Horse Society Legal Advisor together with the Council's Legal Advisor in February of this year since when nothing had been heard back. The Parish Council were confident that the bylaws were valid, they had been tested on three separate occasions and had been signed off by the Secretary of State at the time of their creation. A deadline of the 30th June 2017 had been given to the British Horse Society for a response. If no response was received the Council would be going ahead with the permissive horse track signage. It was emphasized that it was a permissive horse track but the Council had no intention of closing it, stating that it was part and parcel of the Common. However horses were required to keep to the horse track and did not have open access.

17/20 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no representations from District and County Councillors

17/21 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jo Clarke, Jackie Worrall and Sarah Wright.

17/22 DECLARATIONS OF INTEREST AND DISPENSATION

There were no declarations of interest or requests for dispensation received.

17/23 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Annual meeting of 9th May 2017

These were duly signed by the Chair

17/24 MATTERS ARISING FROM THE PREVIOUS MEETING

Minute 17/11 The Chair noted that the latest edition of Chorleywood Matters had been put together by the Officers and thanked them for this, but stated that articles were welcomed from Councillors for future editions.

17/25 CHAIR'S ANNOUNCEMENTS

The Chair wished Cllr Alison Preedy and the Clerk a belated Happy Birthday.

She advised that the Clerk and herself had met with the Residents Association and they were broadly working in the same direction.

The Chair advised that the cows were back on the Common. They were being kept in the May bushes for the time being as the orchids were currently coming up in Larks Meadow.

Following the sad loss of District Councillor Ann Shaw, The Chair and Clerk had attended the memorial service on behalf of the Parish Council.

The Chair and the Clerk had attended a Business Plan workshop run by HAPTC

The Chair advised that she had been elected on to the Executive Committee of HAPTC alongside a representative from Batchworth Community Council.

At the recent County Council elections it was noted that Ralph Sangster and Chris Hayward had been returned to their seats.

The Chair advised that there were currently over 100 stalls booked for Village Day. It would be a different layout this year with more zoning of areas of interest. Chorleywood Cake off was returning along with the Tug of War, with invites being issued to take on the Parish Council as the defending champions of the latter. She advised that the size of Village Day was now such that without assistance from the Councillors, help would have to be bought in and asked Councillors to volunteer for a number of activities to be covered. Cllr Stuart Marshall advised that he and Cllr Carol Kristian had attended a New Councillor training course.

17/26 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

17/27 CLERKS REPORT

The Clerk highlighted the following items:

Nature Trail – Two Wildwood Dens had now been constructed, both off the Village Day Fire Ride. They were notices advising that they were still under construction as the carving was still to be completed. The new fencing was therefore still in place. She advised that RoSPA had inspected the Wildwood Dens the previous day and had given them a complete clean bill of health which would last three years. For the type of construction, annual inspections were not required. She also advised that the Chainsaw carver was currently working on the fallen oak near Shepherds Bridge. It was noted that wood from the Common had been used in the construction of the Wildwood Dens which had therefore come in under budget.

Copmans Wick Allotments – The Clerk thanked Cllr Martin Trevett for the very robust fencing that had been installed on the TRDC Boundary with the allotments using TRDC budget from last year. It was noted however that the fencing did not run the complete length of the boundary and stopped at the very point that the fencing was most needed from the allotment point of view. However Cllr Martin Trevett had assured her that the work would be completed in the next three months.

Travellers – Cllr Martin Trevett congratulated the Clerk for dealing with the recent incursions by two sets of travellers so quickly. However it was noted that there had been a spate of travellers in the area and he

therefore urged the Council to seriously consider the proposal later on the agenda for the installation of height barriers at the War Memorial Hall permissive parking area (PPA). Whilst there had been little damage on this occasion, a recent incursion on private land at Maple Cross was costing the land owner in the region of £10k to clear. The views of Friends of Chorleywood Common were appreciated regarding the aesthetics of the Common but the Council had the right to defend the Common. It was noted that two years ago the Parish Council had spent in the region of £7k on the removal of Travellers and the clean up afterwards.

Dates for the Diary: The Clerk reminded Members that invites for Quiz Night would be coming out in the near future.

The Council

RESOLVED

To note the report.

17/28 COMMITTEE MINUTES

Open Spaces 16th May 2017: Cllr Tony Edwards presented the minutes. Cllr Martin Trevett advised that he would follow up **Minute 17/06** regarding the availability of surveillance equipment for the monitoring of the cattle fencing. **Minute 17/06** Permissive Parking Area – A Member advised he had recently met a senior manager from Sky Vision and had raised the abuse of parking at the War Memorial Hall by their personnel. Their response had been that they tried to park in the Station car park but this was often full. It was their view that as they brought in business to the area through the purchase of food and drink, the Council should support them. The Clerk advised that permits for parking by individual companies was not legally permitted in the permissive parking areas as the Council could not be partial for an area that was for the right of air and exercise on the Common. It was however noted that permits were available to be purchased from TRDC for the Ferry Car Park in the Village and Members asked that this be made clear to Sky Vision in a letter that was being written to them regarding the parking abuse. Cllr Geoff Liley asked whether Cllr Martin Trevett had made any progress on discussing the enlargement of the Station car park. The Chair and the Clerk advised they had also been discussing the subject with the Residents Association and agreed to work together to pressure National Car Parks (NCP). Cllr Martin Trevett expressed some doubt as to whether he would be able to get Transport for London interested but would persevere.

Planning 6th June 2017: Cllr Steve Watkins presented the minutes. Cllr Martin Trevett asked whether the absence of any plans for consideration of planning applications was a regular occurrence. He was advised that there were usually one or two occurrences at each meeting which were always documented. The absence of plans meant that the Committee could not consider the application and it also meant that members of the public did not have access to any plans as well. Cllr Martin Trevett advised that he would take this up at TRDC.

Village Halls 13th June 2017 Cllr Rodney Kipps presented the minutes. **Minute 17/04** In response to a question regarding the income from the Hindu Festival, Members were advised that this was a significant amount being a booking for the whole hall for over 50 hours over five days.

Policy and Resources 20th June 2017: Cllr Steve Watkins presented the minutes. **Minute 17/07** In response to a question from the Chair, Cllr Stuart Marshall advised that he had been speaking with both the Webmaster and the Deputy Clerk to come up with a solution to the WordPress issue. **Minute 17/11** In response to a question from the Chair as to why the Property Register was on hold, the Clerk responded that this was just due to the fact that no meeting had been held.

Recommendation 1 Grant Funding:

The Council

RESOLVED

That the Policy & Resources Committee consider amendments to the Grant Criteria and donations which may be required for the forthcoming years with a report back to the next P&R Committee with Cllr Jackie Worrall as the Lead Councillor

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

Recommendation 2 Local Council Award Scheme

The Council

RESOLVED

That the Council works towards accreditation at the Quality Award level of the Local Council Award Scheme with Cllr Jane White as the Lead Councillor

This was proposed by Cllr Steve Watkins, seconded by Cllr Raj Khiroya and carried unanimously.

Recommendation 3 Amendment to Standing Orders to reflect Change in HR Provision

The Council

RESOLVED

That the footnote as documented be added to Standing Order 1

This was proposed by Cllr Tony Edwards, seconded by Cllr Steve Watkins and carried unanimously.

17/29 ACCOUNTS FOR PAYMENT

In response to questions from Members the following points were noted:

Motor Insurance – this covers 5 vehicles including the Tractor, which given the value of that vehicle alone was felt to be value for money.

The Council

RESOLVED

To note the report.

17/30 HEIGHT BARRIERS AT WAR MEMORIAL HALL PERMISSIVE PARKING AREA

In response to a question, Members were advised that the barriers had been specified in terms of location, height and width but not in terms of the foundations used for the posts. It was noted that although the quote from Company C had not yet been received, all three companies had installed height barriers for the Council in the past. Cllr Martin Trevett felt that the Council had to do something to protect the Common. It was also noted however that the barriers were only deterrents and it could not be guaranteed that Travellers would not gain access at some point. The Clerk advised that there was £9058 in the Easement budget which was for the protection of the Common.

The Council

RESOLVED

To install Height Barriers at the War Memorial Hall permissive parking area with the final decision on the choice of supplier delegated to the Clerk and the Chair of Open Spaces.

This was proposed by Cllr Martin Trevett, seconded by Cllr Steve Watkins and carried unanimously.

17/31 END OF YEAR AUDIT

Recommendation 1 of the report was noted as in place.

Recommendation 2 of the report was to be actioned with the separation of earmarked reserves from the General Fund.

The Council

RESOLVED

That the End of Year Audit report and recommendations be accepted.

This was proposed by Cllr Ken Morris, seconded by Cllr Alison Preedy and carried unanimously.

17/32 APPROVAL OF THE ANNUAL RETURN

It was noted that the brought forward value was slightly up. The fixed assets were up significantly which was explained to be due to the fact that previously insurance values had been worked on. Now, thanks to the efforts of the French student last summer and Cllr Steve Watkins, actual values were now able to be used. It was noted that these would be reviewed in the coming summer with the help of the summer work experience student.

The Council

RESOLVED

To approve the Annual return

This was proposed by Cllr Tony Edwards, seconded by Cllr Stuart Marshall and carried unanimously.

17/33 NEIGHBOURHOOD PLAN TERMS OF REFERENCE

Members considered the proposed Terms of Reference for the Neighbourhood Plan Steering Group with the following points noted:

- o 3 Principles First bullet point – ‘Parish Survey’ should be ‘Community Plan’
- o 3 Principles Second bullet point – ‘five parishes’ should be just ‘the parish’
- o 5 Membership of the Steering Group –
 - five members was felt to be the wrong number and should be greater
 - quorate rule should be revisited
- o 6 Roles within the Steering Group – it was suggested that a Treasurer might be required however under 8 Finance – it was noted that expenditure could only be agreed by the Parish Council and not the Steering Group. It would be the Parish Council that would apply for the grants available and the Council would therefore be responsible for the money.

In response to a question from a Member the Clerk advised that there was guidance on how the finance from Neighbourhood Plans should be dealt with.

It was noted that John Bishop, a member of the current Steering Group had offered to put together a Business proposal that would be presented to the Council in September.

The costs of a Neighbourhood plan were expected to be in excess of £20K but Members were advised that there was a lot of funding available to offset this. Members were reminded of the benefits of having a Neighbourhood plan in terms of a greater proportion of Community Infrastructure Levy (CIL) monies being available for use for the community.

The Council

RESOLVED

That Cllrs Jane White and Steve Watkins together with the Clerk would work on the Neighbourhood Plan Steering Group Terms of Reference and come back to Full Council when the Business Proposal was presented in September.

This was proposed by Cllr Ken Morris, Seconded by Cllr Alison Preedy and carried unanimously

17/34 CLOSURE

The meeting started at 7.30pm, closed at 8.36pm

These minutes have been checked by the Chairman.

Signed Via Email Dated

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 Office Refurbishment	Action	A project plan for the planned activities for the refurbishment of the Office to be provided. Ongoing <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. Completed <i>Flag Pole and new Cemetery notice board now installed.</i> 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 Completed – Flags purchased	Officers
FC16/34	Resolution	To place £100 on deposit with the Solicitor 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 <i>Wildwood Dens in construction, carvings commenced, Notice boards to follow when carvings in place</i>	Clerk
FC 16/76 Matters Arising	Action	Minute16/57 Cllr Geoff Liley advised the meeting that he had received no information on the parking proposals from Cllr Martin Trevett and	The Clerk

FC 17/28 Committee Minutes Open Spaces 16.05.17		requested that he be reminded for the information. <i>Ongoing The Chair and the Clerk advised they had also been discussing the subject with the Residents Association and agreed to work together to pressure National Car parks (NCP). Cllr Martin Trevett expressed some doubt as to whether he would be able to get Transport for London interested but would persevere.</i>	Cllr Martin Trevett
FC 16/80 Committee Minutes Planning 07.03.17	Resolution	That monies remaining from those put aside for the Gateway signs due to Three Rivers District Council funding half the costs be put back into the Council Reserves Completed	The Clerk
FC 17/28 Committee Minutes Open Spaces 16.05.17 Minute 17/06	Action	Cllr Martin Trevett to follow up the availability of surveillance equipment for the monitoring of the cattle fencing.	Cllr Martin Trevett
FC 17/28 Committee Minutes Open Spaces 16.05.17 Minute 17/06	Action	The availability of parking permits for purchase from TRDC for the Ferry Car Park in the Village to be made clear to Sky Vision in a letter that was being written to them regarding the parking abuse at WMH PPA.	The Clerk
FC 17/28 Committee Minutes Planning 06.06.17		Cllr Martin Trevett advised that he would take the non availability of plans for some planning application up at TRDC.	Cllr Martin Trevett
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 1 Grant Funding	Resolution	That the Policy & Resources Committee consider amendments to the Grant Criteria and donations which may be required for the forthcoming years with a report back to the next	Policy & Resources Committee / Cllr Jackie Worrall

		P&R Committee with Cllr Jackie Worrall as the Lead Councillor	
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 2 Local Council Award Scheme	Resolution	That the Council works towards accreditation at the Quality Award level of the Local Council Award Scheme with Cllr Jane White as the Lead Councillor	Cllr Jane White , Officers
FC 17/28 Committee Minutes Policy and Resources 20.06.17 Rec 3 Amendment to Standing Orders to reflect Change in HR Provision	Resolution	That the footnote as documented be added to Standing Order 1	The Clerk
FC 17/30 Height Barriers at WMH PPA	Resolution	To install Height Barriers at the War Memorial Hall permissive parking area with the final decision on the choice of supplier delegated to the Clerk and the Chair of Open Spaces.	The Clerk, Chair of Open Spaces
FC 17/33 Neighbourhood Plan Terms of Reference	Resolution	Cllrs Jane White and Steve Watkins together with the Clerk to work on the Neighbourhood Plan Steering Group Terms of Reference and come back to Full Council when the Business Proposal was presented in September.	The Clerk, Cllrs Jane White and Steve Watkins

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