

CHORLEYWOOD PARISH COUNCIL

**MINUTES of the meeting of the PARISH COUNCIL held in South Lodge, Rickmansworth Road, Chorleywood, on
Tuesday 5th December 2017**

MEMBERSHIP & ATTENDANCE

Chairman: * Jane White

Councillors:

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

*Denotes Member present

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

17/53 PUBLIC FORUM

There were eleven members of the press and public present.

Three members of the public wished to speak at the meeting.

Ellie Kirkham of Chorleywood Bottom spoke against the proposed play area

Richard Edwards of Chorleywood Bottom spoke against the proposed play area

Robert Mann from Berks Hill spoke against the play area.

The Chairman thanked everyone for their comments, and advised that the Parish Council had refused permission for the play area on Chorleywood Common in 2015 and that decision still stood. However TRDC had decided to go ahead with seeking planning permission. The Parish Council were yet to comment and would not make any decisions one way or the other until detailed plans were available.

17/54 TO RECEIVE A VERBAL PRESENTATION FROM SARGENT NEIL CANNING RICKMANSWORTH COMMUNITY POLICE.

Sargent Canning advised that the way the Community was policed had changed. There were now only four Community Police Officers who served the area in the Neighbourhood Team. This means that the role of the PCSO had changed. They were now involved with dealing with low level crime such as vandalism and shop lifting. Crime is also changing and therefore the PCSOs are involved in cybercrime and social media reporting information via the OWL service.

The PCSOs are also involved in family matters where mental health and children at risk are referred to professionals. Other areas where the PCSOs were involved were dealing with antisocial behaviour contracts and ticketing parked vehicles that were blocking the pavements.

In the near future the PCSOs were going into local schools to give advice about internet safety, cyber bullying, personal safety and for younger pupils: road safety and 'stranger danger'. This initiative was being sponsored by the Parish Council.

It was noted that there had been an 11% reduction in crime in Chorleywood

Sargent Canning answered a number of questions from the Parish Councillors and concluded in saying that he felt that the PCSOs were a positive addition to the Community Policing Team and he very much hoped that the Parish Council would continue to financially support this role.

17/55 REPRESENTATIONS FROM DISTRICT AND COUNTY COUNCILLORS

There were no representations from District and County Councillors

17/56 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Geoffrey Liley, David Raw and Martin Trevett.

17/57 DECLARATIONS OF INTEREST AND DISPENSATION

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

17/58 APPROVAL OF MINUTES

The Council

RESOLVED

To approve the minutes of the Full Council Meeting of the 5th September 2017 .

These were duly signed by the Chair

17/59 MATTERS ARISING FROM THE PREVIOUS MEETING

There were no matters arising

17/60 CHAIR'S ANNOUNCEMENTS

The Chair noted that this was the last meeting before Christmas and therefore she wished everyone a Happy Christmas and New Year.

There had been a joint parish meeting which the Vice Chair had attended. He advised that these were always useful meetings and he had got some very useful information about Neighbourhood Planning.

The Chair advised that she had attended a very successful Quiz Night and she wished to convey her thanks to Bob and Diana Whitney for organising the event and also to the office staff.

The Parish Council had said goodbye to the Parish Ranger, Andy Goddard who had left to set up a small holding in Wales. The Parish Council wished him and his family all the best for the future. It was noted that his replacement would have a slight change in focus and job title. The Council would be appointing a Conservation Ranger in the new year.

The Deputy Clerk, Claire James had undergone an routine operation and was likely to be off for the period before Christmas. The Chair wished to send her good wishes for a speedy recovery.

17/61 QUESTIONS UNDER STANDING ORDER 9

There had been no questions received under Standing Order 9

17/62 CLERKS REPORT

The Clerk highlighted the following items:

Data Protection – the Clerk advised that following the training session it was apparent that there would need to be significant changes in the way the Parish Council store data. This was currently being looked into.

The Joint Parishes were also looking at the costs of employing a Data Protection Officer between them for economies of scale. Information would be reported back to a future P&R meeting.

Audit -The Clerk was pleased to announce that the Parish Council had received an unqualified audit. She advised that next year a new firm PKF would take on the audit regime from 2018. They had already advised that they qualify about 40% of all audits therefore careful consideration would be required for future audits.

Quiz Night – The Clerk advised that this had been a very successful evening. The total raised was bigger than expected with each table receiving £400. This meant the £65000 had been raised in the last eight years helping a total of 41 different charities.

The Council

RESOLVED

To note the report.

17/63 COMMITTEE MINUTES

The following minutes were presented by the Committee Chairman with no matters arising

Open Spaces 12th September, Village Halls 19th September, Planning 26th September, Neighbourhood Development Plan 27th September, P&R 3rd October, Planning 24th October, Open Spaces 7th November, Village Halls 14th November ,

Neighbourhood Development Plan 15th November 2017 – Cllr Worrall advised that officers had been able to obtain the web link for properties at risk of flooding within the area. This document would form part of the NDP and developers would need to take notice of the properties in the flood zone making the necessary amendments to the plans before development.

P&R 21st November 2017 –

Recommendation -Requisition of Assets

The Council

RESOLVED

That a working party be set up to look at the scope and extent of works to be carried out on the building and to look into future plans for the site.

This was proposed from the Chair and unanimously approved

Those wishing to sit on the working party were

Cllrs Tony Edwards, Raj Khuroya, Rodney Kipps, Carol Kristian and Jill Leeming.

The Chair and Vice Chair would be ex-officio members.

Planning 28th November 2017

17/109 – Hedge- Homefield Road

Members were dismayed that the removal of the hedge had been an officer delegated decision, this despite the fact that most District Councillors had spoken against the proposal. There appeared to have been confusion about the Conservation Area boundary; however this could have easily been resolved by looking at the maps. There was great disappointment about the decision which could result in the desecration of the ancient boundary hedge. This decision was significant and could have implications on future decision taken. It was agreed that the Chairman of Planning should write a letter of complaint, registering the Parish Councils dissatisfaction with the planning process, copying in the Chief Executive, Steven Halls.

17/64 ACCOUNTS FOR PAYMENT

The Council
RESOLVED
To note the report.

17/65 GRANT APPLICATION

Members considered the details within the application for grant funding from the Citizens Advice Bureau who wished to continue the monthly advice service at Chorleywood Library. Members all registered their approval of this service and the help offered to the Community.

The Council
RESOLVED
To approve the application for Grant funding of £785.

This was proposed by Cllr Khiroya , seconded by Cllr Edwards and carried unanimously.

17/66 ANNUAL RETURN 2016/17

The Chair thanked officers for the work carried out throughout the year that had culminated in the Council receiving an unqualified audit.

The Council
RESOLVED
To accept the Auditors report

This was proposed by the Chair and carried unanimously.

The Committee
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 agenda item 18 and they are instructed to withdraw.

9.30pm the two remaining Member so the public left the meeting

17/67 CLOSURE

The meeting started at 7.30pm, closed at 8.47pm

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>Superseded: Cllr Raj Khuroya appointed as lead councillor for the project. Now superseded by the resolution under 17/50</i>	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. <i>Ongoing Wildwood Dens completed, carvings commenced, Notice boards to follow when carvings in place</i>	Clerk
FC 16/76 Matters Arising FC 17/28 Committee Minutes Open Spaces 16.05.17	Action	Minute16/57 Cllr Geoff Liley advised the meeting that he had received no information on the parking proposals from Cllr Martin Trevett and 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>	The Clerk Cllr Martin Trevett
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. <i>Completed: surveillance equipment was not available from TRDC.</i>	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. <i>Ongoing</i>	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. <i>Completed – email sent and explanation from TRDC rec'd</i>	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	Policy & Resources Committee / Cllr Jackie Worrall

		report back to the next P&R Committee with Cllr Jackie Worrall as the Lead Councillor <i>Ongoing: Cllr Jackie Worrall and the Clerk had met and a report would be presented to the October P&R meeting</i>	
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 Ongoing	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 Completed	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. Completed	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. Completed	The Clerk, Cllrs Jane White and Steve Watkins
FC 17/40 Neighbourhood Plan Advisory Committee	Action	Minutes and schedule of Neighbourhood Plan advisory committee meetings be added to website.	The Clerk
FC 17/42 Matters Arising	Action	The appreciation of the Council was to be conveyed to Cllr Martin Trevett for expediting the completion of the fence	The Clerk
FC 17/43 Chair's Announcements	Action	The Deputy Clerk to circulate the proposed structure of the new Website out to all Cllrs.	Deputy Clerk
FC 17/46	Action	Requests for Parish Path volunteers and the Community Infrastructure Levy (CIL) article by Cllr Raj Khiroya be included in the next issue (November) of Chorleywood Matters.	Cllr Raj Khiroya and the Deputy Clerk
FC 17/46	Resolution	That the paper put forward by Cllr Stuart Marshall in response to the Local Plan issues and Options and Call for sites be adopted by Full Council as the Council's formal response to the consultation.	The Clerk
FC 17/52	Resolution	That a working party of Cllrs Tony Edwards, Raj Khiroya, Rodney Kipps, Jill Leeming and Jane White be created to look in more detail at the feasibility study	Cllrs, Edwards, Khiroya, Kipps, Leeming and White

		and come up with recommendations reporting in the first instance to the P&R Committee.	
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Note: Completed actions will be removed one meeting after completion has been recorded.