

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 275<sup>th</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 10 MAY 2012

AFTER THE ANNUAL GENERAL MEETING AND THE FINANCE AND ADMINISTRATION COMMITTEE MEETING

Present: Cllr Bennett in the Chair David Allison – Clerk to the Council  
Amanda Taft – Minute Taker

Cllrs Brading, Brand, Dann, Edmunds, Getkahn, Isard-Brown, Jordan, Martin, Mitchell, Seeley (left at 10.27 during CC1081/12), Shafe, Vane (left at 9.22 during CC1077/12) and Wynne-Jones

Voting Members:14

Public: 1

The meeting started at 8.47pm

The Chairman proposed that under Standing Order 9.1.6 the Agenda be re-ordered. This was agreed.

CC1065/12 Apologies for Absence

Apologies had been received from Cllr Baldwin and Cllr Ridley.

CC1066/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting. Cllr Seeley declared an interest in CC1079/12 (S137 Grant Application for community party for Queen's Jubilee – Yorke Road).

CC1067/12 Representations from the Public

Representations were made by Ben Whitley, Treasurer of Croxley Green Community Club (CGCC). Mr Whitley spoke concerning item CC1077/12 (Funding Arrangements for 2012/13 regarding Village Hall). Mr Whitley said that the rules the club operates under require a membership fee and this stopped in 2009 when the Village Hall arrangement with the Parish Council began. Since 2009, Croxley Green Community Association had internally transferred £2500 from the £9600 given by the Parish Council for the Village Hall. However, the new Committee have since been informed by Three Rivers District Council's (TRDC) Licensing Officer that there needs to be transparency regarding Membership of the Club. Mr Whitley said that this means the sum of £2500 should be paid directly by the Parish Council.

CC1077/12 Funding Arrangements for 2012/13 regarding Village Hall

Cllr Vane left at 9.22pm during this discussion.

The Chairman thanked Mr Whitley for his Representation and opened the discussion for Council.

The Clerk advised for clarity that there was £9,600 in the Council's budget for the Agreement with the Association which included whatever internal arrangement the Association had with the Club to cover Membership to the Club upon activation of Membership. The Clerk referred to the Local Government (Miscellaneous Provisions) Act 1976 Section 19 which is one of the statutory provisions that the Council uses in regard to the provision of a Village Hall and recreational facilities.

A number of Councillors expressed concern that the Community Membership element of the Agreement the Council has with the Community Association would be paid directly to the Club, particularly given alleged financial irregularities at the Club under its former committee. It was stated that the Membership matter had been historically dealt with internally by the Association with the Club.

There was a very short discussion on the finances of the Club as their most recent accounts for 2011/12 were not as yet available and had not been seen by Club Members. The Clerk advised that caution should be exercised in further discussion in the meeting on what could be considered confidential information at this time given that it is open to the public and would be minuted.

It was stated that Councillors need to exercise due diligence in dealing with this matter and that it needs to be clear to Council what is being obtained through the Agreement with the Association.

Some Councillors considered that it might be appropriate to defer any decision on this matter until further information was available but as there was no concerns expressed regarding a payment to the Association for the Village Hall arrangement, then £7,100 should be paid and that the remaining £2,500 be subject to more information being received. It was pointed out that it was perhaps unreasonable to defer payment of the remaining monies until the next Council meeting in June so it was suggested that the matter of the £2,500 be delegated to the Finance and Administration Committee.

**Resolved:**

- That £7,100 is paid to Croxley Green Community Association;
- That the decision to pay the remaining £2,500 be delegated to the Finance & Administration Committee subject to the Committee taking due diligence and being satisfied as to its allocation on receipt of further information.

CC1068/12 Minutes

**Resolved:**

- That the Minutes of the 274<sup>th</sup> monthly meeting of the Council held on Thursday 29 March 2012 be approved and signed by the Chairman.

CC1069/12 Matters Arising  
There were no matters arising.

CC1070/12 Committee Reports

CC1070.1/12 Environment and Amenity Committee held on Tuesday 6 March 2012

**Resolved:**

- That the Minutes of the Environment and Amenity Committee held on Tuesday 6 March 2012 be adopted as a report of the meeting.

CC1070.2/12 Any matters arising  
There were no matters arising.

CC1070.3/12 Planning and Development Committee held on Wednesday 7 March and Wednesday 21 March 2012

**Resolved:**

- That the Minutes of the Planning and Development Committee held on Wednesday 7 March and Wednesday 21 March 2012 be adopted as reports of the meetings.

CC1070.4/12 Any matters arising  
There were no matters arising.

- CC1070.5/12 Finance and Administration Committee held Thursday 8 March 2012  
**Resolved:**
  - That the Minutes of the Finance and Administration Committee held on Thursday 8 March 2012 be adopted as a report of the meeting.
- CC1070.6/12 Any matters arising  
 There were no matters arising.
- CC1071/12 Annual Accounts for year ending 31 March 2012 and approval of the Annual Return (Sections 1 and 2)  
 The Clerk advised that the notice of electors rights regarding the Annual Accounts had been put on display on 23 April 2012 and to date no queries had been made.  
**Resolved:**
  - That the Annual Accounts for the fiscal year ending 31 March 2012 be approved and signed;
  - That the Annual Return Section 1 (Statement of Accounts) be approved and signed and Section 2 (Annual Governance Statement) items 1 – 8 be answered in the affirmative ('yes') and item 9 be answered as Not Applicable and be signed accordingly.
- CC1078/12 S137 Grant Application for community party for Queen's Jubilee – Oakleigh Drive  
 See CC1080/12 below.
- CC1079/12 S137 Grant Application for community party for Queen's Jubilee – Yorke Road  
 See CC1080/12 below.
- CC1080/12 S137 Grant Application for community party for Queen's Jubilee – Beechcroft Avenue  
 CC1078/12, CC1079/12 and CC1080/12 were discussed en-bloc. It was asked if the groups have third party liability insurance but Members felt that this was a matter for the three applicants to look at and was not the responsibility of the Parish Council.  
**Resolved:**
  - That S137 Grants of £100 be given to Oakleigh Drive, Yorke Road and Beechcroft Avenue Jubilee Groups
 It was asked that the groups offer some recognition of the Parish Council's support.
- CC1075/12 New Village Centre Project  
 The Chairman introduced this item and asked Cllr Mitchell to elaborate. Cllr Mitchell said his intention was to have a Project Board with three Cllrs and interested parties and that agreement be given for the team to be able to spend the money allocated in the budget.  
**Resolved:**
  - That Cllrs Getkahn, Jordan, Martin, Mitchell and Shafe make up the Project Board and that the Clerk is given delegated authority to govern the Board's expenditure.
- CC1076/12 Croxley Rail Link  
 This matter was introduced by the Chairman. The Clerk advised that a letter outlining the Parish Council's comments had already been submitted but if we wished to speak at the Croxley Rail Link Public Inquiry, a Statement of Case would need to be submitted by 15 May.

Some members felt that the comments submitted by the Planning and Development Committee said what the Parish Council wished to say and unless there was new evidence, a presentation should not be made. Others felt that as the Parish Council represents the people of Croxley we should take the opportunity to be seen to be doing something. A discussion ensued and it was suggested that the Parish Council liaises with CPRE to get new points to raise. The Chairman pointed out that at this late stage, no Cllr had brought anything to the table and any new matters would not have the agreement of Council.

It was suggested that the Clerk speaks to Caroline O'Neil at the Transport and Works Order Unit to find out the position.

Cllr Edmunds requested a recorded vote: Cllrs Bennett, Brading, Dann, Getkahn, Isard-Brown, Jordan, Martin, Mitchell, Seeley, Shafe and Wynne-Jones voted for the proposal, Cllrs Brand and Edmunds abstained.

**Resolved:**

- That subject to the Clerk's telephone conversation with the Transport and Works Order Unit, we use the letter already submitted as the basis of our Statement of Case.

CC1072/12

Councillor Surgery Update

Cllr Seeley advised Members that the only person who approached the Parish Council was Cllr Dann. It was suggested that at future surgeries, a Parish Council sign be provided for the table.

CC1073/12

Environmental Protection on The Green

The Chairman introduced this item and asked Cllr Brand if he would be agreeable with this matter being put before the Planning and Development Committee. He added that they have been requesting that conditions to protect the Green are included in Planning Decisions that affect it. It was asked if the matter could be discussed at the Environment and Amenity Committee. Cllr Brading said that he would talk to the head of Planning at TRDC to see how best to implement the safeguarding of the Green.

**Resolved:**

- that the matter is referred to the Environment and Amenity Committee.

CC1074/12

Traffic Calming on The Green

The Chairman introduced this item and advised that this matter was being discussed by Croxley Green Road Safety Committee and that as the Parish Council representative on the Committee, Cllr Martin would prepare a report for Council.

**Resolved:**

- a full update be given at the next Council meeting by Cllr Martin.

CC1075/12

New Village Centre Project

This matter was discussed above after CC1080/12 (S137 Grant Application for community party for Queen's Jubilee – Beechcroft Avenue).

CC1076/12

Croxley Rail Link

This matter was discussed above after CC1075/12 (New Village Centre Project).

CC1077/12

Funding Arrangements for 2012/13 regarding Village Hall

This matter was discussed above after CC1067/12 (Representations from the Public).

- CC1078/12 S137 Grant Application for community party for Queen's Jubilee – Oakleigh Drive  
This matter was discussed above after CC1071/12.
- CC1079/12 S137 Grant Application for community party for Queen's Jubilee – Yorke Road  
This matter was discussed above after CC1071/12.
- CC1080/12 S137 Grant Application for community party for Queen's Jubilee – Beechcroft Avenue  
This matter was discussed above after CC1071/12.
- CC1081/12 Protocol on the use of the official Councillors email address  
The matter of authorised use of the official Cllr@email address was discussed by Members. It was considered that individual Cllrs should report improper use of the email facility to the Clerk. The Clerk advised that he had the ability to access Cllr emails (although he pointed out that he would not do this without permission) as well as set and change passwords.  
Cllr Seeley left the meeting at this point.  
At this point the Chairman proposed that under Standing Order 9.1.23, Standing Order 5.27 be suspended to allow the meeting to continue past 10.30pm.  
**Resolved:**
- That Standing Order 5.27 be suspended for the meeting;
  - That the Cllr@email protocol be adopted and issued to Councillors and reviewed in one year.
- CC1082/12 Chairman and Councillor Job Descriptions  
The Chairman introduced this matter and referred those present to the previously circulated Job Descriptions for the Chairman of the Council and also Councillors. One Cllr was not convinced of the need for Job Descriptions for these roles.  
**Resolved**
- That Job Descriptions for the Chairman and Councillors are adopted and issued to accordingly.
- CC1083/12 Closure  
There being no further business the Chairman closed the meeting at 10.34pm.