

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 235<sup>th</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 24 APRIL 2008 AFTER THE ANNUAL PARISH MEETING

Present: Cllr Norman in the Chair  
David Allison - Clerk  
Amanda Taft – Minute Taker

Cllrs Bennett, Birch, Brading, Brand, C Jefford, Martin, Seeley, Shafe and Wynne-Jones

Not Present: Cllr Seabourne

Voting Members 10

There were two members of the public present

CC522/08 Apologies for Absence

Apologies for absence were received from Cllrs Bains, Dann, Hollands, Saxon and Vassiliou

CC523/08 Declarations of Interest by Members

The Chairman recommended that any declarations be made throughout the meeting as necessary.

CC524/08 Representations from the Public

One member of the public made representations about item CC529/08 (Fair Trade) stating that Three Rivers District Council (TRDC) had worked hard to gain Fair Trade status and they had been successful in achieving this at the end of February 2008. It was requested that the Parish Council support TRDC by both using, and encouraging others to purchase Fair Trade products (of which there are over 2000 items).

CC525/08 Minutes

It was proposed by Cllr Seeley and seconded by Cllr Martin that the Minutes of the 234<sup>th</sup> Monthly Meeting of the Council held on Thursday 27 March 2008 be accepted. The proposal was agreed and the Chairman signed the Minutes.

CC526/08 Matters Arising

CC516/08 (Asset Replacement Policy). The Clerk was asked if the Minutes were correct in recording that the Parish Council Land Rover would be taken off the road forthwith to which he affirmed that the Minutes were correct.

CC517/08 (Parish Council Website). The Clerk was asked for an update on this item and he responded by advising Members that the order for the website had been placed but that work was unable to begin until funds had been received. The Clerk intends to seek guidance from Councillors regarding what they would like to see on the website. An email to Councillors will follow in due course and a small working group will be set up to discuss the content of the website which should be live around June to August 2008.

CC518/08 (Village of the Year Competition). The Clerk was asked how the application was progressing and he informed Members that the entry form would be posted on the morning of 25 April.

CC527/08 Committee Reports

CC527.1/08 Environment and Amenity Committee held on Tuesday 1 April 2008

It was proposed by Cllr Seeley and seconded by Cllr Martin that the Minutes of the Environment and Amenity Committee held on Tuesday 1 April 2008 be adopted. The

proposal was agreed.

CC527.2/08

Any matters arising

There were no matters arising.

CC527.3/08

Planning and Development Committee held on Wednesday 2 April (subject to availability) and Wednesday 16 April 2008

It was proposed by Cllr Wynne-Jones and seconded by Cllr Bennett that the Minutes of the Planning and Development Committee held on Wednesday 2 April 2008 and Wednesday 16 April 2008 be adopted. The proposal was agreed.

CC527.4/08

Any matters arising

PD806/08 (The Green/Conservation Area). The Clerk was asked for an update of the recent work that had been carried out at the Artichoke Public House on the Green. The Clerk read his email to Nick Dimbleby at TRDC which expressed the Parish Council's concern regarding possible encroachment onto the Green and stated that he had not yet received a reply. The Chairman added that an Officer from TRDC was dealing with the matter.

PD812/08 (Planning Applications; application number 08/0745/OUT, P H Metals, Mill Lane). Regarding the Parish Council's objection to this application, one Member questioned whether Mill Lane was a public footpath as part of it is used as a service road. It was confirmed by another Councillor that the top 25 yards services the shops but that it is an accredited footpath. Members were then informed that this application would be dealt with by TRDC's Planning Committee rather than by the Planning Officer's delegated decision.

CC527.5/08

Finance and Administration Committee held on Thursday 10 April 2008

It was proposed by Cllr Shafe and seconded by Cllr Wynne-Jones that the Minutes of the Finance and Administration Committee held on Thursday 10 April 2008 be adopted. The proposal was agreed.

CC527.6/08

Any matters arising

FA418/08 (Inspector Holland to take pre-submitted questions from Council Members). The Minutes were queried by one Member regarding part of the discussion with Inspector Holland and the Chairman reminded this Councillor that he had the opportunity to discuss his concerns further with Inspector Holland after the meeting. It was pointed out that the Minutes are not verbatim and are merely a summary of the discussion.

CC528/08

Flowers in Croxley

The Chairman introduced this item and a short update was given. It was proposed by Cllr Wynne-Jones and seconded by Cllr Jefford that £350 be vired from Reserves to the Flowers in Croxley initiative and the proposal was agreed.

CC529/08

Fair Trade

This item was introduced by the Chairman and Members were given a brief talk on Fair Trade by the Councillor who had proposed this initiative and were referred to the supporting paper. It was proposed by Cllr Brading and seconded by Cllr Wynne-Jones that the Parish Council welcomes the award of Fair Trade status to the district and communities of Three Rivers, and resolves to support and encourage the sale and use of Fair Trade products by residents, shops, catering outlets, businesses, schools, churches and community organisations within the parish. The Council also undertakes to use Fair Trade products whenever possible. The proposal was agreed.

CC530/08

Media Policy

The Chairman introduced this item and referred Members to the previously circulated Media Relations Policy. The Chairman then read from the circulated copy of item 3.5

of the policy which had since been updated. Cllr Brading proposed that the Media Policy with the updated item 3.5 be accepted and this was seconded by Cllr Bennett and the proposal was agreed.

CC531/08 Replacement Land Rover

The Chairman introduced this item and the Clerk referred Members to the previously circulated document. A discussion ensued regarding the pros and cons of the five vehicles which had been considered. It was acknowledged that the funds would be taken from the Vehicle Replacement Reserves which covers the Land Rover as well as the tractor and therefore the tractor Reserves will be depleted. The Clerk pointed out that this reflects the need for an asset replacement policy. The Clerk added that the sum of £29,800 in the paper in relation to Reserves should read £38,780. Eventually it was proposed by Cllr Wynne-Jones and seconded by Cllr Seeley that the Clerk goes ahead with ordering a replacement Land Rover and the proposal was agreed.

CC532/08 Police Community Support Officers (PCSOs)

The Chairman introduced this item and informed those present that members of the community that he had spoken to were happy with the work of the PCSO's and most Members agreed that this local initiative had been very successful. The Clerk referred Members to the previously circulated document and advised them that there was £30,000 in the budget to extend the contract for a further two years on the two PCSO's for the price of one deal. It was proposed by Cllr Bennett and seconded by Cllr Brading that the PCSO's contract is extended for a further two years and the Clerk be given authority to sign the new contract. The proposal was agreed.

CC533/08 Parish Council Risk Assessment

This item was introduced by the Chairman and the Clerk referred Members to the Local Council Risk Assessment document dated 20 January 2008 which was circulated at the meeting (as well as to those Councillors who were absent). The Clerk explained that the first two pages were summary sheets and that each risk had been scored as either low, medium or high and this was followed by a more detailed analysis of how the score had been achieved, including the risks, hazards and controls. The Clerk recommended that Members read through the document and the Chairman suggested that if Members wished to raise any points that they should bring them up with the Clerk. The Chairman then thanked the Clerk for his hard work in putting this document together.

CC534/08 Basketball Report January – March 2008

The Clerk informed those present that he was currently gathering information on available funding but that further research was needed. The Chairman pointed out that funding had not been included in the report from Mr Munroe, which had been previously circulated with the Agenda. It was acknowledged that a big financial commitment had been made to the basketball classes and if the classes could become self funding, then possibly other sporting activities could be given funded by the Parish Council in the future.

CC535/08 Quiz Night Report

The Chairman introduced this item and thanked Cllr Jefford for organising this event. Cllr Jefford then reported that 107 people had attended the Chairman's Charity Quiz Night and that the winning team was that of Cllr Birch. The raffle raised £250 and a total of £890.28 was raised for the two charities. The supper cost £1.38 per person with some food having been donated. Cllr Jefford thanked the Clerk for acting as Question Master and Amanda Taft for helping with the administration before the event, and scoring on the evening. Thanks were given to Councillors for help with setting up before, and clearing up after the event as well as for raffle prizes. The presentation of cheques to Hearing Dogs for Deaf People and Prostate Cancer is to

follow in due course.

CC536/08

Correspondence

The Clerk referred those present to the list of relevant correspondence which was available at the meeting. The Clerk informed Members that there had been a request by the Croxley Green Society to have shorter grass on the Revels site due to their intention to enlarge the event. The Clerk confirmed the grass would be cut but the Parish Council will not commit to undertaking the extended work requested until permission from TRDC had been received. The Clerk was still waiting for a response from TRDC.

The Clerk confirmed that he had prepared the necessary paperwork to issue to staff in relation to the end of the financial year. The Clerk also informed Councillors that he had handed in to TRDC the submission of the Groundwork's Pre-Qualification Questionnaire.

The Clerk stated that he had written to Zurich Insurance Company to inform them that the Parish Council would be hiring Portaloos for the Revels on the Green, and to confirm that there was adequate insurance cover for this. He was asked if there were any issues with Churches Together using the Portaloos (hired by the Parish Council for the Revels), on the day after the Revels. The Clerk confirmed that as was the case last year, the insurance cover is valid for both days, and therefore there are no issues.

CC537/08

Closure

On behalf of himself and the Vice-Chairman, the Chairman thanked Members for all their hard work throughout the year and there being no further business the Chairman closed the meeting at 9.34pm.