

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 238<sup>th</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 25 SEPTEMBER 2008

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

Cllrs Bains, Bennett, Birch, Brading, Brand, Dann, Vassiliou and Wynne-Jones

Voting Members: 9

There were 5 members of the public present

CC559/08 Apologies for Absence

Apologies for absence were received from Cllrs Hollands, C Jefford, Martin, Saxon, Seabourne, Seeley and Shafe.

CC560/08 Declarations of Interest by Members

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

CC561/08 Representations from the Public

It was proposed by Cllr Brading and seconded by Cllr Birch that public representations be made during the meeting before the item (see CC566/08 below).

CC562/08 Minutes

It was proposed by Cllr Vassiliou and seconded by Cllr Bains that the Minutes of the 237<sup>th</sup> Monthly Meeting of the Council held on Thursday 31 July 2008 and the Minutes of the Extraordinary Meeting held 7 August 2008 be accepted. The proposal was agreed and the Chairman signed the Minutes.

CC563/08 Matters Arising

CC551/08 (Matters Arising; CC540.3/08; CC526/08 Parish Council Website). The Clerk was asked for an update and he informed those present that text and photos were needed for the website. It was suggested that even a basic framework would be a start and would mean that Agendas and Minutes could be posted. It was asked if a timescale could be set and the Clerk confirmed that he would endeavour to have the Parish Council website up and running by the October Council meeting.

CC552.6/08 (Matters Arising). It was asked why the issue of cancelled Finance and Administration meetings was not on the Agenda for this meeting. The Clerk stated that the Minutes state that this subject would be discussed at a Council meeting and the Chairman added that he intended to discuss this subject at either the October or November meeting of Council.

CC555/08 (Basketball Report April – July 2008). It had been agreed that a meeting about the basketball would be arranged for September and the Clerk confirmed that this meeting was scheduled for either 8<sup>th</sup> or 10<sup>th</sup> October. He added that Three Rivers District Council (TRDC) had been emailed to ask about help with funding for the classes and had replied that this would need to be considered as part of their budget discussions. The Chairman asked that this item be placed on the October Agenda for a further update.

Regarding the Minutes of the Extraordinary meeting of the Council, the Clerk was asked for an update about the maintenance contract for the Green and Stones Orchard but as this item was on the Agenda for discussion (CC567/08) it was agreed that the update would take place then.

CC564/08 Committee Reports

CC564.1/08 Environment and Amenity Committee held on Tuesday 2 September 2008

It was proposed by Cllr Birch and seconded by Cllr Vassiliou that the Minutes of the Environment and Amenity Committee held on Tuesday 2 September 2008 be adopted. The proposal was agreed.

CC564.2/08 Any matters arising

Under the recording of Cllrs Present, two Cllrs had been recorded as arriving late for the meeting. It was asked that if Cllrs arrive late for meetings it is only recorded in the event of a vote having taken place in their absence. Likewise, if a Cllr leaves the meeting early this will be recorded.

EA485/08 (Matters Arising; EA473/08; EA462/08; EA451/08 Basketball). The Clerk was asked when the email was sent to TRDC to which he replied that he did not have this information to hand and could not remember the dates. He added that if he had been asked for this information prior to the meeting, or if he had been aware that this question was going to be asked, he would have ensured the information was available.

EA485/08 (Matters Arising; EA474/08 Active Works List). The Clerk was asked if he had written to Hertfordshire County Council, TRDC, Countryside Management Service and the Guild of Sport to offer services such as litter picking, weeding, strimming and tree work in return for payment and he confirmed that as yet he had not done so.

EA487/08 (Flowers in Croxley). It was asked that as this project involved money, should it not have been discussed at Council. The Clerk and the Chairman confirmed that this item had been discussed at Council and the money (both incoming and outgoing) related to Flowers in Croxley was allocated to its own account code.

*[Post Meeting Note: EA431/08 5 February 2008, FA393/08 14 February 2008, CC503.6 28 February 2008, EA442/08 4 March 2008, EA454/08 1 April 2008, CC528/08 24 April 2008, FA425/08 8 May 2008, CC541.2/08 26 June 2008, EA487/08 2 September 2008 relates].*

The Clerk was asked if the kissing gate at Stones Orchard had been repaired to which he replied that it had been repaired and also stained as had the new memorial bench on the Green. The Clerk added that the gate was currently missing due to the access requirements of the baler but that once the cut and lift was complete the gate would be returned.

CC564.3/08 Planning and Development Committee held on Wednesday 3 September and Wednesday 17 September 2008

The Minutes of the meeting held 17 September 2008 had been circulated by email to those Cllrs with email addresses earlier in the day. Copies were available at the meeting for those Cllrs without email addresses and the Clerk gave a verbal briefing on the contents of the Minutes. It was proposed by Cllr Bennett and seconded by Cllr Wynne-Jones that the Minutes of the Planning and Development Committee held on Wednesday 3 September 2008 and Wednesday 17 September 2008 be adopted. The proposal was agreed.

CC564.4/08 Any matters arising

PD937/08 (Puffin/Pelican Crossing in Watford Road/Junction of Harvey Road and Watford Road adjacent to the Shell Garage). The Clerk was asked about the third party contribution to which he read the Minute (PD937/08):

“The Chairman introduced this item and the Clerk advised Members that he had received an email from Steve Wooding at Hertfordshire Highways stating that it would cost around £60,000 plus to upgrade a zebra crossing to a pelican crossing.

Highways further stated that they would be looking for a third party contribution of approximately 50 - 60% of the costs ie £30,000 - £36,000 to consider bringing the matter forward.”

It was pointed out that once the Section 106 Legal Agreement for the IMC site had been finalised, this third party funding may become available.

CC564.5/08 Finance and Administration Committee held Thursday 11 September 2008

It was proposed by Cllr Wynne-Jones and seconded by Cllr Bains that the Minutes of the Finance and Administration Committee held on Thursday 11 September 2008 be adopted. The proposal was agreed.

CC564.6/08 Any matters arising

FA447/08 (Monthly Accounts). One Cllr pointed out that a lot of photocopies had been made. It was suggested by another Cllr that in order to reduce the photocopier charges and paper costs, a paper be put forward recommending that electronic format is used rather than paper copies.

CC565/08 External Audit for year ending 31 March 2008

The Chairman introduced this item and the Clerk referred Members to the documents that had been circulated with the Agenda. The Clerk informed those present that this was the first time that BDO Stoy Hayward had audited the accounts and it was a very good audit. One issue was raised, that being that the Parish Council did not undertake a full Risk Assessment during the year ended 31 March 2008. However, the Clerk pointed out that at that time he was in the process of developing a very comprehensive Risk Assessment (a 40-page A4 document) which was discussed and agreed at the meeting of 24 April 2008 (CC533/08 refers).

It was asked if at the next Council meeting a simple chart approach detailing recommendations, what the Council is doing to meet the recommendations together with timescales could be taken. The Clerk agreed and stated that this would result in an action plan. It was then asked if this action plan could be attached with the Minutes, but the Clerk was concerned that this could delay the distribution of the Minutes.

The Clerk was asked that if the Risk Assessment had been complete, if the auditors would have merely ticked the box or if they would have commented on the quality of the document. The Chairman suggested that the Parish Council asks for comments on the Risk Assessments in future, but the Clerk believed this was not in their remit and this was considered by some Members to be rather worrying. It was finally proposed by Cllr Dann and seconded by Cllr Wynne-Jones that the Audit Report and Action Plan be accepted.

CC566/08 Application for a S137 Grant from Croxley Green Tennis Club

This item was introduced by the Chairman who welcomed the members of the public to the meeting and the Clerk referred Cllrs to the previously circulated application form and associated documents.

On behalf of the Tennis Club, Mr Colin Hewitt stated that he wished to make representations. He gave a short, comprehensive presentation on the history of the Tennis Club and the recent works that had been undertaken to improve the club for the future. He added that 50% of the members are under 18 and 97% of the members are residents of Croxley Green. The money applied for would be used for clubhouse furnishings, toilet facilities and landscaping.

Cllr Brand as Vice-Chairman of the Guild of Sport declared an interest in this item and Cllr Dann declared an interest as his wife is a member of the Tennis Club. Both Cllrs refrained from the discussions and the subsequent vote.

The Clerk confirmed that an S137 grant is a special provision whereby funds can be

made available by the Parish Council for the benefit of some Parishioners and any monies in excess of the budgeted sum of £1000 (up to the legal maximum) would have to come from Reserves. After a brief discussion, it was proposed by Cllr Bains that the grant of £5000 be given to the Tennis Club and this was seconded by Cllr Brading. Cllr Vassiliou requested a recorded vote; those Cllrs for the proposal were Cllrs Bains, Birch, Brading, Norman and Wynne-Jones. Cllr Vassiliou voted against the proposal and Cllr Bennett abstained from voting. With 5 votes for, 1 against and 1 abstention the proposal was agreed. Representatives from the tennis club expressed their thanks for the grant and it was requested that the Parish Council receives a similar acknowledgement to that of TRDC for the donation towards the Club. It was also asked that the Parish Council issues a press release and that this is covered in the Parish Pump.

CC567/08

Maintenance Contract with TRDC for the Green and Stones Orchard

After an introduction by the Chairman, the Clerk informed those present that a meeting had been scheduled for Friday 24 October with Peter Brooker of TRDC and that the Chairman, Vice-Chairman and Clerk of the Council had been invited to attend. He added that the meeting had been proposed by Peter Brooker "to try to 'clear the air' and to find a way forward". The Chairman stated that this subject could not be discussed further as it was currently in abeyance. The Chairman was then asked if Council has any input into the forthcoming meeting to which the Clerk replied that Members were fully aware of all correspondence and that the Parish Council's stance had not changed. It was asked if a response had been received from the letter sent to David Gauke MP. The Clerk replied that David Gauke had telephoned to say he would be writing to TRDC and it was asked if the Clerk would request a copy of this letter. The Chairman stated that a petition organised by a local resident in support of Croxley Green Parish Council was currently being undertaken. It was then asked what advice Parish Cllrs can give to local residents as they cannot lobby their District Cllr. It was recommended that residents are referred to Cllr Lloyd or Cllr Drury at TRDC.

CC568/08

Christmas Lights, Scots Hill

The Chairman introduced this item and the Clerk referred Members to the document that had been circulated with the Agenda and stated that the results of the recent survey confirmed that all 12 posts are satisfactory for the installation of Christmas decorations. The Clerk was asked where the £1200 charge for the survey came from and he replied that this money came from reserves and therefore the £2900 quoted in the supporting paper as money already in reserves should actually be only £1700. The Clerk was asked if the £3500 was a one off sum and he replied that £3000 was for the installation of electricity connections and then a further £7000 would be needed for lights on Watford Road and Scots Hill. The Clerk was asked what guarantee there will be that the lights will work, as in the past problems have occurred. The Clerk said that Lamps and Tubes will have to ensure that the lights work. The Clerk was asked what wattage the Christmas lights were and he answered that he did not have this information to hand. It was proposed by Cllr Bennett and seconded by Cllr Bains that Christmas lights be installed on Scots Hill (eastbound carriageway) and the proposal was agreed.

CC569/08

Maintenance of the Guild of Sport Football Pitches

The Chairman introduced this item and the Clerk referred Members to the supporting paper which had been circulated with the Agenda. The cost for the cut had been calculated at £61.12 which some Cllrs considered was very low for 3.5 hours work. After some discussion it was proposed by Cllr Brading and seconded by Cllr Bennett that the Parish Council cuts the grass at a cost of £70 per cut and that the Guild of Sport be invited to apply for a S137 grant to cover the cost of a twelve month period and the proposal was agreed.

CC570/08 Articles for the Parish Pump

The Chairman introduced this item and the Clerk when asked stated that the Parish Pump would be published in late October/early November and if Members wished to submit articles for the Parish Pump as soon as possible, they would be very welcome. He added that some articles had already been received but more were needed.

CC571/08 Correspondence

The Clerk referred those present to two documents which had been circulated with the Agenda.

CC571.1/08 The Chairman introduced this item and Members were referred to the paper which had been circulated with the Agenda. Cllr Bennett informed those present that he had put forward this proposal in order not to lose track of letters that the Clerk had been asked to write resulting from Parish meetings. He added that he did not wish it to be a cumbersome list. The Clerk added that the correspondence file was available to Cllrs and the public at any time. It was proposed by Cllr Bennett and seconded by Cllr Wynne-Jones that the progress of correspondence, as requested by Council, be reported at the monthly Council meeting and the proposal was agreed.

CC571.2/08 The Chairman introduced this item and the Clerk referred Members to the list of relevant correspondence which had been circulated with the Agenda.

CC572/08 Closure

There being no further business the Chairman closed the meeting at 9.52pm.