

CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 236th MONTHLY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 26 JUNE 2008

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

Cllrs Bennett, Brading, Brand, Hollands, C Jefford, Martin, Seabourne, Seeley, Shafe, Vassiliou and Wynne-Jones

Voting Members: 12

There was one member of the public present

CC537/08 Apologies for Absence

Apologies for absence were received from Cllrs Bains, Birch, Dann and Saxon.

CC538/08 Declarations of Interest by Members

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

CC539/08 Representations from the Public

There were no representations.

CC540/08 Minutes

CC540.1/08 Annual Parish Meeting – Thursday 24 April 2008

It was proposed by Cllr Wynne-Jones and seconded by Cllr Seeley that the minutes of the Annual Parish Meeting of the Council held on Thursday 24 April 2008 be accepted. The proposal was agreed and the Chairman signed the Minutes.

CC540.2/08 It was proposed by Cllr Hollands and seconded by Cllr Wynne-Jones that the Minutes of the 235th Monthly Meeting of the Council held on Thursday 24 April 2008 be accepted. The proposal was agreed and the Chairman signed the Minutes.

CC540.3/08 Matters Arising

CC526/08 (Matters Arising; CC517/08 Parish Council Website). The Clerk informed Members that he would be sending them an email on Friday 27 June 2008 asking if they want anything considered for inclusion on the website.

CC526/08 (Matters Arising; CC518/08 Village of the Year Competition). The Chairman informed those present that he had attended the awards evening on 25 June and was pleased to be able to report back to Members that Croxley Green had received a commendation for the Environment category. The Judges added that there was one village where they particularly felt welcome and relaxed and that was Croxley Green! The Clerk added that Flaunden won Small Village of the Year, Woolmer Green won Village of the Year East and Kimpton won Village of the Year West. The nominee to be entered into the Calor England Village of the Year Competition and overall winner is Woolmer Green. Thank you letters will be sent to those who helped with this competition. The Chairman asked that a representative of the Parish Council attends the presentation at Woolmer Green on Saturday 19 July 2008.

CC531/08 (Replacement Land Rover). The Clerk was asked why the vote for the proposal to purchase the new Land Rover was not detailed in the Minutes as how many Cllrs voted for, against or abstained. The Clerk stated that before a vote is

taken, Members have the opportunity to request a recorded vote but in this instance, one was not requested. It was pointed out that the numbers would be irrelevant as the vote is a democratically decided majority one. It was suggested that if it was automatically recorded how many Cllrs voted for or against, this may prevent recorded votes from being requested every time a vote was needed. The Clerk was asked whether Standing Orders contained any guidelines to which he replied that they did not. The Clerk was asked if Cllrs could see a detailed breakdown of the costs involved in the new Land Rover and the trade-in of the old Land Rover and he said he would make this available to all Cllrs (see attached).

CC532/08 (Police Community Support Officers (PCSOs)). The Clerk informed Members that the contract had now been signed by himself and Inspector Holland.

CC534/08 (Basketball Report January – March 2008). The Clerk said that an update report would be available at the September Council meeting as the last basketball class is 23 July and that would be too late to prepare the report for the July meeting. It was pointed out that the next quarterly report is for April – June 2008 which leaves time for its preparation for the July meeting. It was asked by the Chairman that future funding be included in the report.

CC540.4/08 Annual General Meeting – Thursday 8 May 2008

It was proposed by Cllr Seeley and seconded by Cllr Wynne-Jones that the minutes of Annual General Meeting of the Council held on Thursday 8 May 2008 be accepted. The proposal was agreed and the Chairman signed the Minutes.

CC541/08 Committee Reports

The Chairman pointed out that the following Agenda items read /07 when they should read /08 but that the Minutes would show them correctly as /08.

CC541.1/08 Environment and Amenity Committee held on Tuesday 3 June 2008

It was proposed by Cllr Jefford and seconded by Cllr Martin that the Minutes of the Environment and Amenity Committee held on Tuesday 3 June 2008 be adopted. The proposal was agreed.

CC541.2/08 Any matters arising

EA462/08 (EA451/08 Matters Arising). The Clerk informed those present that TRDC's Monday night youth club had been stopped due to lack of numbers attending.

EA462/08 (EA454/08 Flowers in Croxley). A Cllr commented that the new flower beds on Watford Road look wonderful.

EA465/08 (Play Equipment for play areas in Croxley Green). It was suggested that users of the play areas raise money for this project and the Chairman agreed that it would be positive for people outside of the Parish Council to become involved. It was asked if Alison Phin of TRDC had been in contact and the Clerk stated that TRDC Members would be meeting next week, and Alison would be updating us on their decision afterwards.

CC541.3/08 Planning and Development Committee held on Wednesday 4 June and Wednesday 18 June 2008

It was proposed by Cllr Hollands and seconded by Cllr Vassiliou that the Minutes of the Planning and Development Committee held on Wednesday 4 June 2008 and Wednesday 18 June 2008 be adopted. The proposal was agreed.

CC541.4/08 Any matters arising

PD854/08 (Planning Applications). The Clerk was asked why the Parish was involved in a Watford planning application. The Clerk advised that we had been consulted out of courtesy as the proposed development was on the very edge of the Parish

boundary. He also pointed out that above the application it stated 'for information'.

CC541.5/08 Finance and Administration Committee held on Thursday 12 June 2008

It was proposed by Cllr Seeley and seconded by Cllr Shafe that the Minutes of the Finance and Administration Committee held on Thursday 12 June 2008 be adopted. The proposal was agreed.

CC541.6/08 Any matters arising

There were no matters arising.

CC542/08 To approve Annual Accounts for year ending 31 March 2008

The Chairman introduced this item and commented that the document had been distributed with the Agenda so Members had had plenty of time to study it and as no comments had been forthcoming, he presumed Cllrs were happy for him to sign the accounts. It was proposed by Cllr Jefford and seconded by Cllr Seeley that the Chairman signed the accounts and the proposal was agreed. One Cllr said he wished to ask questions but the document had already been signed to which the Chairman replied that no questions had been put forward between the time the document was delivered and the meeting.

Cllr Brand enquired why his name was not on the list of Cllrs on page 3 entitled Croxley Green Parish Council, Council Information 31 March 2008. It was pointed out that Cllr Bennett's name was not included either and the Clerk said that he would check this.

[Post meeting note: this matter has now been rectified and Cllr Bennett and Brand's names were added.]

The Chairman signed the Statement of Assurance.

CC543/08 End of Year Audit Report 2007/08

The Chairman introduced this item and the Clerk referred Members to the Internal Audit Report 2007-08 (Final) which was available at the meeting.

It was pointed out by a Cllr that the Agenda item read 'To receive and discuss as appropriate the Interim Audit Report for the year 2007/08 – see attached' when it should have read 'To receive and discuss as appropriate the Internal Audit Report (Final) for the year 2007/08 – see attached'.

The Clerk informed Members that the last report of 30/01/2008 was the second interim report and this had been reported to the Finance and Administration Committee on 14/02/2008 and adopted at Council on 28/02/2008. The Clerk added that Recommendations 1-8 and 11 had been addressed and auctioned as shown in the response column. He further added that he proposed the following responses to the following recommendations:

R9 – "Noted. This matter will be placed before Council as an Agenda Item at the first opportunity once a background paper for Members to consider in advance of the meeting has been prepared".

R10 – "Noted. Banking is usually performed in a timely manner unless exceptional circumstances arise". The Clerk was asked if arrangements had been made should exceptional circumstances occur again and he replied that he is developing the contingency plan.

R13 – "Noted. A review of the asset inventory will be undertaken to uplift values to match the Council's insurance schedule". It was suggested that the word 'uplift' be changed to 'consider' and the amendment was made. The Clerk was asked why the Parish Council values assets on the insurance value rather than the purchased value. The Chairman said that this should be placed on the next Finance and Administration meeting or Council meeting to save discussing it twice.

R14 – “Noted. This matter will be placed before Council as an Agenda item at the first opportunity once a background paper for Members to consider in advance of the meeting has been prepared”. The Clerk stated that the Parish Council’s main bank account was with Abbey and that there was around £1200 in a deposit account which was not used. The Auditors recommended this balance is transferred to the main Abbey account. The Clerk stated that this decision would have to be put before Council. The Clerk was asked about the interest rates for the different accounts but he did not have this information to hand.

Members noted the proposals which were agreed.

CC544/08

TRDC’s Standards Committee Parish Representation

The Chairman introduced this item and informed Members that the situation had now changed and that another Member was currently not required. The Clerk read a paragraph from an email he had received from Chris Fagan of TRDC which stated that as the Standards Committee met the current minimum legal requirement for two Parish Council Members, they would ‘review the position in the light of future developments in its workload’. The Clerk added that this matter would be raised at the Joint Officers meeting at TRDC on 3 July 2008 and that he would be able to give an update at the July Council meeting.

CC545/08

Correspondence

The Clerk referred those present to the list of relevant correspondence which was available at the meeting and he added that in excess of 160 emails had also been sent. It was noted that relating to the letter sent to SDK Environmental, the ‘2 weekly’ collection should have read ‘twice weekly’ and the Clerk added that the dog bins are emptied on Tuesdays and a green liner is put in and on Fridays, when a blue liner is used.

CC546/08

Closure

There being no further business the Chairman closed the meeting at 8.59pm.