

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 257<sup>th</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 29 JULY 2010

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

Cllrs Brading (arrived at 8.51pm during item CC803/10), Dann (arrived at 9pm during item CC803/10), Hollands, Jefford, Martin, Saxon, Seeley, Shafe, Vassiliou and Wynne-Jones

Not Present: Cllrs Brand and Seabourne

Voting Members: 9 rising to 11

In Attendance: Mike Woolnough, Consultant, Peninsula and PCSO Ryan Legge

Public: None present

### CC800/10 Apologies for Absence

Apologies had previously been received from Cllrs Bains, Bennett and Norman. Apologies for lateness had been received from Cllrs Brading and Dann.

### CC801/10 Declarations of Interest by Members

There were no declarations of interest.

### CC802/10 Representations from the Public

There were no members of public present.

### CC803/10 Peninsula

The Chairman introduced this item and welcomed Mike Woolnough to the meeting. Mr Woolnough gave a presentation on the Personnel Service that Peninsula, as the UK's largest Employment Law and Health & Safety Consultants, offer. After his presentation, Mr Woolnough left the meeting at 8.23pm.

The Chairman then requested that this item be adjourned so that item CC814/10 could be received in order that PCSO Ryan Legge could return to his duty and Members agreed.

### CC814/10 PCSO Update

PCSO Ryan Legge informed Cllrs that there had been a campaign to sign residents up to 'OWL' ([www.owl.co.uk](http://www.owl.co.uk)). OWL provides the latest messages and crime alerts online and residents can report anything suspicious by email. PCSO Legge added that if anyone would like to sign up, they contact the PCSO's at the police station.

PCSO Legge advised that PCSO's are to receive training for laser speed gun checks which has been used to combat speeding on the Green. PCSO Legge also advised that recent 'Number Plate Recognition' checks on Scots Hill resulted in thirty fines of £60 for those not wearing seatbelts.

PCSO Legge informed Cllrs that complaints about youths loitering outside the shops at Watford Road and noise in the evenings at Barton Way Play Area had been dealt with along with the recent spate of 'fence hopping'. PCSO Legge reminded Cllrs that if they, or indeed anyone, hears or sees anything unusual, no matter how small, they should report it.

Cllrs asked the Clerk to put links to crime prevention advice (West Herts Against Crime) and details of OWL on the Parish Council website. PCSO Legge gave the Clerk the crime figures for March (see attached) and added that he would email him the links to OWL and West Herts Against Crime. PCSO Legge left the meeting at this point.

CC803/10

Peninsula

This matter was resumed at 8.40pm.

Cllrs spent a great deal of time debating whether or not this was a service that the Parish Council needed and whether it was a financially viable option. Members generally considered that advice of the type offered by Peninsula could be obtained via Three Rivers District Council (TRDC), NALC or Hertfordshire Association of Parish and Town Councils (HAPTC). The Clerk reminded Members that they as well as he, would be liable for any potential claims by staff members for any breach of Employment or Health & Safety legislation. Some Members considered that it was the Clerk's duty to make himself aware of current legislation even though Mike Woolnough had previously advised that changes to Employment Law are made at least twice per year. It was also generally considered that this was an unnecessary service for a Parish Council with 4 employees albeit the same policies and procedures apply to organisations irrespective of the number of employees.

**Resolved:**

- that the Parish Council does not enter into a service contract with Peninsula.

CC804/10

Minutes

Council Meeting held on Thursday 24 June 2010

**Resolved:**

- that the Minutes of the 256<sup>th</sup> monthly meeting of the Council held on Thursday 24 June 2010 be approved and signed by the Chairman.

Extraordinary Meeting held on Thursday 8 July 2010

**Resolved:**

- that the Minutes of the Extraordinary meeting of the Council held on Thursday 8 July 2010 be approved and signed by the Chairman.

CC805/10

Matters Arising from the Council Meeting held on Thursday 24 June 2010

CC793/10 (Part 2). The Clerk was asked about the Part 2 session that had been withdrawn and he replied that the matter will be brought to Council at the appropriate time and it may possibly be placed on the September Agenda.

Matters Arising from the Extraordinary Meeting held on Thursday 8 July 2010

There were no matters arising.

CC806/10

Committee Reports

CC806.1/10

Environment and Amenity Committee held on Tuesday 1 June 2010

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 1 June 2010 be adopted as a report of the meeting.

CC806.2/10

Any matters arising

There were no matters arising.

CC806.3/10

Planning and Development Committee held on Wednesday 2 June 2010

**Resolved:**

that the Minutes of the Planning and Development Committee held on Wednesday 2 June 2010 be adopted as a report of the meeting.

Members noted that the Planning and Development meeting scheduled for 16 June 2010 was cancelled as there were no items to discuss.

CC806.4/10

Any matters arising

There were no matters arising.

CC806.5/10

Finance and Administration Committee held Thursday 10 June 2010

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 10 June 2010 be adopted as a report of the meeting.

CC806.6/10

Any matters arising

There were no matters arising.

CC807/10

Annual Accounts for year ending 31 March 2010 – External Audit

The Chairman introduced this item and the Clerk advised Members that there were no matters which came to the attention of the External Auditors requiring a separate additional issues arising report. Cllrs congratulated the Clerk on a clean audit.

CC808/10

Parish Council's Internal Audit Review

The Chairman introduced this item and the Clerk advised that as per last year, the audit and audit plan worked well and there was no need for changes.

**Resolved:**

- that the Audit Plan be accepted.

CC809/10

Parish Council Risk Assessment Review

The Clerk advised that he has reviewed the Parish Council's Risk Assessment and that there were no significant changes. The Clerk referred Members to the previously circulated summary sheet and 40 page document.

**Resolved:**

- that the Risk Assessment be accepted.

CC810/10

Draft Protocol between TRDC and Parish Councils

The Chairman introduced this item and referred Members to the Draft Three Rivers Parish Charter. The Clerk advised Members that the purpose of the draft Protocol is to formalise and improve ways of working between TRDC Officers and Parish Councils. The Clerk added that all five of the Parish Councils would be taking the document to their Council for comments before discussing again at the Joint Parish Council meeting.

**Resolved:**

- Cllrs were satisfied with the Draft Protocol and had no comments.

CC811/10

Councillor Absence from Meetings

The Clerk advised Members that Standing Order 23(a) states 'If a Member fails throughout a period of six consecutive months from the date of his last appearance to attend any meeting of the Council, he will cease to be a Member of the Council, unless the failure is due to some reason approved by the Council before the expiry of the six month period'. The Clerk added that Cllr Brand last attended a meeting on 25 March 2010 and advised that it was his duty to report to Council the 5<sup>th</sup> month of absence however, in this instance, the 5<sup>th</sup> month would be August when there is no meeting of Council. The Clerk further added that if Cllr Brand did not attend the September 2010 Council meeting, he would automatically be disqualified.

The Clerk reminded Members that they had not agreed to Cllr Brand's voluntary leave of absence as discussed at the Council meeting of 24 June 2010. The Chairman commented that prior to this discussion at Council she had asked for Cllr Brand's resignation and, when he refused discussed the possibility of him taking a leave of absence but this would be subject to agreement by Council.

CC812/10 Community Association/Village Hall

10pm - Cllr Dann left the meeting at this point.

The Chairman introduced this matter and the Clerk referred Members to the written report from Croxley Green Community Association detailing hall hires which had been received on the day of this meeting and the draft Minutes of their Extraordinary Committee meeting of 15 July 2010. The Clerk advised that the flood prevention works had begun on Monday 26 July and that when the invoice for the works is received it will be put to the F&A Committee or Council. The Clerk then read aloud the report on hall hires (see attached).

CC813/10 Community Bus

Following an introduction by the Chairman, the Clerk advised Members that during the year from 24 July 2009 until 23 July 2010 the number of people carried on the weekly bus was 2,384. The cost for the bus is £520 per month which equates to £2.62 per head per month. He added that the figures are incomplete as helpers are not always available to undertake head counts on the bus every week. It was confirmed that the Friday bus offers a 'hail and ride' service to users.

CC814/10 PCSO Update

The verbal update was given by PCSO Ryan Legge after the presentation by Peninsular (item CC803/10 above).

CC815/10 Correspondence

CC815.1/10 Councillor requested correspondence

There was no Cllr requested correspondence to note.

CC815.2/10 Other correspondence

The Chairman introduced this item and the Clerk referred Members to the list which was available at the meeting. The Clerk further detailed several items of correspondence as requested by Cllrs.

CC816/10 Closure

There being no further business the Chairman closed the meeting at 10.21pm