

Tel: 01923 710250  
Fax: 01923 896425  
info@croxleygreen-pc.gov.uk  
www.croxleygreen-pc.gov.uk



Community Way  
Croxley Green  
Rickmansworth  
Hertfordshire WD3 3SU

MINUTES OF the 326<sup>th</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 29 JUNE 2017 at 8.00PM

Present: Cllr Saxon in the Chair David Allison – Clerk to the Council

Cllrs Cole, Edmunds, Gallagher, Hobbs, Hollands, Linhart, Mitchell, Montague, Ridley, Vassiliou, Wallington and Wynne-Jones.

Not present: Cllr Kaur

Voting Members: 13

Members of the Public: 3

The Clerk raised a point of order in that at the Environment & Amenity Committee meeting held on 6 June, recommendations were made about the purchase of a new dog bin and that the recommendations be ratified at the next Council meeting. Accordingly, under Standing Order 9.1.14 an agenda item needs to be added before closure of the meeting as CC1746/17 to consider the recommendations from the Committee and that the Closure Agenda item be renumbered CC1747/17.

CC1734/17 Apologies for Absence

Apologies had been received from Cllr Bains and Baldwin.

CC1735/17 Declarations of Interests by Members

The Chairman recommended that any declarations be made at the time.

CC1736/17 Representations from the Public

Representations were made by two members of the public in respect of Agenda item CC1744/17 Parish Matters. One member of the public commented that in her view the Parish Council was unwelcoming and adverse to open discussion and that there should be a platform where members of the public can bring matters of concern or interest to the Council which are not on the Agenda for that particular meeting.

CC1737/17 Minutes

**Resolved:**

- That the Public and Confidential Minutes of the 325<sup>th</sup> Monthly Meeting of the Council held on Thursday 27 April 2017 be approved and signed by the Chairman

CC1738/17 Matters Arising

There were no matters arising appertaining to the Minutes of the last meeting.

CC1739/17 Committee Reports

CC1739.1/17 Environment and Amenity Committee held on Tuesday 4 April 2017

**Resolved:**

- That the Minutes of the Environment & Amenity Committee meeting held on Tuesday 4 April 2017 be adopted as a report of the meeting.

CC1739.2/17 Any matters arising

It was asked whether the Council's Bird Box Trail leaflet was on the web site. The Clerk confirmed it was.

CC1739.3/17 Planning and Development Committee held on Wednesday 5 April 2017, to note the meeting scheduled for Wednesday 19 April was cancelled and Wednesday 3 and 17 May 2017.

**Resolved:**

- That the Minutes of the Planning and Development Committee held on Wednesday 5 April, Wednesday 3 and 17 May 2017 be adopted as report of the meeting, and that the meeting scheduled for Wednesday 19 April was cancelled.

CC1739.4/17 Any matters arising

There were no matters arising.

CC1739.5/17 Finance and Administration Committee held on Thursday 13 April and 11 May 2017

**Resolved:**

- That the Public and Confidential minutes of the Finance & Administration Committee of Thursday 13 April and 11 May 2017 be adopted as a report of the meeting.

CC1739.6/17 Any matters arising

There were no matters arising.

CC1740/17 Internal Audit Report (Final) for the year ending 31 March 2017

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk was pleased to report that yet again the Council had received a very good internal audit report with no recommendations being put forward.

The Clerk was commended for another good audit report.

The Chairman wished to emphasise to Members that under the Review of Expenditure on page 4, the conclusions of the Auditor was that he was pleased to report that there are no issues in this area of their review warranting formal comment or recommendation. The Chairman continued that this demonstrates that the Council was following the rules and spending money properly.

The Chairman also highlighted the Auditors comment under the Precept Determination and Budgetary Control which stated that they were pleased to report that there were no issues in this area of their review warranting formal comment or recommendation. The Chairman commented that this demonstrated that the precept was properly arrived at with due diligence and scrutiny and that the Finance and Administration Committee continued with that scrutiny via the monthly reports at its meetings.

A Cllr pointed out that under the Review of Income it was stated that the Parish Pump was not published. It was noted that although this was in the context of income from advertising a Parish Pump was published but with no advertising within it and therefore no income was derived from it. It was suggested that this be made clearer in the report.

A Cllr commented that the Auditor had made reference to the fact that the Council's Reserves were slightly over the recommended levels and should this be addressed. The Clerk advised that historically the reserve levels had fluctuated year to year and in his opinion this did not warrant any immediate action to redress at this time.

**Resolved:**

- That the end of year internal audit report was adopted subject to an amendment by the Auditor clarifying the matter regarding the Parish Pump and no associated advertising income.

CC1741/17 Interpretation Board regarding centenary of the Representation of the People Act 1918

The Chairman introduced this item and referred to the supporting paper that had been circulated with the Agenda and invited comment from Members.

Members debated the matter at some length and with mixed views in particular to the whether the interpretation board should be cited internally at the Harvester restaurant rather than externally where it would be more readily accessible to members of the public to view. Views were also expressed regarding the subject matter of the board and its potential cost. It was suggested by a Cllr that an alternative to the information board could be a commemorative plaque. The Clerk also made comment about commemorative plaques which would also provide an opportunity in the future for residents to nominate a person, an event or site for a commemorative plaque with a view to a 'Commemorative Plaque Trail' and sited the arrangements that Plymouth City Council have in this regard.

It was also suggested that a plaque could be installed into the ground as an alternative option.

The Chairman having taken on board the comments expressed withdrew his proposal and that the matter be revisited at another meeting.

The item was withdrawn.

CC1742/17 Citizens Advice Bureau

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk advised that the number of people using the Parish Council's funded service at the library in Barton Way were April – 4 clients; May 4 clients and June 3 clients.

**Resolved:**

- Members noted the figures.

*[Post Meeting Note: the Citizens Advice Bureau is funded by a £785 Grant from the Parish Council, Minute CC1656/16 27 October 2016].*

C1743/17 Brown Bin Caddy Liners

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk advised that at the Council meeting on 29 September 2011, the Council had resolved to become an outlet for the sale of corn starch liners.

The Clerk added that he had circulated an email to Members (with hard copy to one Cllr) on 20 June advising that the Council had now run out of the caddy liners and TRDC, from whom they had been brought, were also out of stock. The Clerk continued that TRDC were not intending to purchase anymore of the corn starch caddy liners and were now actively promoting the use of plastic bags. The Clerk commented that TRDC had stated that due to the change in recycling contractor they use had TRDC not already been accepting corn starch liners the recycling plant would have asked them not to encourage their use.

The Clerk also added that although the liners could be purchased direct from the supplier there would be VAT implications from the Council's point of view which could act to its disadvantage in regard to VAT recovery. The Clerk clarified that currently the Council is not VAT registered as all of its activity fell within the "non

business” definition for VAT and to purchase the liners this would become a “business activity”.

**Resolved:**

- That the Council no longer makes available the brown caddy bin corn starch liners.

CC1744/17

Parish Matters

The Chairman introduced this item and referred to the supporting paper circulated with the Agenda. The Chairman commented that that he was aware that the Clerk wished to advise the Council on this matter and asked the Clerk to elaborate.

The Clerk advised that although he did not have an issue in principle to having an item on the Council agenda where the public can raise issues which were not on the agenda for a particular meeting he was concerned that the outline guidance in the supporting paper were not sufficiently robust. The Clerk added that had his advice been sought on the matter prior to its presentation to Council more comprehensive guidance on protocol and rules for the public participation could have been presented at the same time.

The Chairman suggested that that perhaps the way forward would be to defer this matter until the next meeting. However, it was thought appropriate to get Members views in principle to the idea of a limited time public participation session.

Some Cllrs expressed the view that the representations from a member of the public was ‘over the top’ and acrimonious particularly given the facts that Cllrs telephone and email addresses are published, the office is open to residents to call in to raise issues in person or contactable by phone or email and accordingly the Council and its members are very approachable and accessible in order to assist residents with issues of concern. It was pointed out that the Council had tried holding regular ‘surgeries’ in the library but this was stopped as so few members of the public would turn up. It was also commented that at the recent Annual Parish Meeting at which there were some 60 residents no one present raised any issue.

Cllrs general felt in principle that to have a short session on the Council Agenda should be considered on a trial basis but within defined more robust rules as suggested by the Clerk.

**Resolved:**

- That in principle the Council should have a short session at full Council meetings only for the public to raise items that are not on the Agenda;
- That the matter be deferred to the next Council meeting to consider more robust guidance on protocols for such a session.

CC1745/17

Parish Pump

The Chairman introduced the item and referred to the recommendations made by the Finance & Administration Committee at their meeting on 8 June 2017.

After a short discussion a recorded vote was requested. Those in favour of the recommendations were Cllrs Cole, Gallagher, Hobbs, Hollands, Linhart, Montague, Mitchell, Saxon, Wynne-Jones and Wallington. Against the recommendations was Cllr Ridley. Cllr Edmunds and Vassiliou abstained.

**Resolved:**

- A newsletter be produced four times a year beginning in September 2017 thereafter in December, March and June for online publication;
- The newsletter is printed on quality paper and made available at ‘hub’ locations within Croxley Green;

- The Council's Annual Report and budget is set out in a separate document.

CC1746/17 Purchase of an additional Dog Bin between Common Moor and Byewaters estate

The Chairman introduced this item and asked Cllr Hollands to elaborate. Cllr Hollands briefly explained the background and that the Environment and Amenity Committee meeting on Tuesday 6 June (Minute EA1297/17), it was resolved that subject to consent from the land owner, a new dog bin is installed in the vicinity of Common Moor and Byewaters estate; that the Council increases their annual commitment to their environmental contractor to maintain/empty said bin; that the Clerk be given discretion to determine whether the new bin, if agreed, be emptied once a week or twice week; and that the above recommendations be referred to Council for ratification.

It was suggested that the new dog bin could be of the type which would have a dog waste bag dispenser attached. The Clerk advised he did not a cost for such a type to hand so flexibility would be needed to be given in the resolution to cover the increased cost. It was also stated that as there had been a problem with associated litter building up adjacent to a dog bin in that vicinity which was subsequently removed as a result, that should a litter problem develop at this site the bin should also be removed.

**Resolved:**

- That, subject to consent from the land owner, a new dog bin is installed in the vicinity of Common Moor and Byewaters estate at a cost of approximately £150+ excluding installation subject to whether the bin had a dog waste bag dispenser;
- That Croxley Green Parish Council increases their annual commitment to their environmental contractor to maintain/empty said bin;
- That the Clerk be given discretion to determine whether the new bin be emptied once a week or twice week;
- That in the event of the dog bin becoming a focus for general waste, the bin is removed at the Clerks discretion.

CC1747/17 Closure

There being no further business the Chairman closed the meeting at 9:31pm.