

MINUTES OF the 330th MONTHLY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 30 NOVEMBER 2017 at 8.00PM

Present: Cllr Saxon in the Chair
David Allison – Clerk to the Council
Ryan Bennett – Administrative Assistant

Cllrs Bains, Baldwin, Cole, Collingwood, Edmunds, Gallagher, Hobbs, Hollands, Kaur, Mitchell, Montague, Ridley, Vassiliou & Wallington.

Voting Members: 12

Not Present: Cllr Linhart

Members of the Public: 8

CC1790/17 Apologies for Absence

No apologies had been received.

CC1791/17 Declarations of Interests by Members

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

CC1792/17 Parish Matters

The first resident spoke about how important he felt the continuation of the Parish Matters section was to the residents of Croxley Green.

The second resident spoke of how they also wished the Parish Council to continue with the Parish Matters section on their agenda. They also thanked Croxley Green Parish Council for the installation of the Christmas Lights around the village.

CC1793/17 Representations from the Public

A resident made representations on Agenda item CC1799/17 saying how necessary and valuable the scanner would be to the Croxley Green Residents Association History Project in being able to scan documents that cannot be placed on a flat bed scanner.

CC1794/17 Police Community Support Officers

The meeting was suspended at 8:06pm to receive a presentation on the role of the PCSOs.

Members received a presentation by Sgt Neil Canning.

The meeting was re-opened at 8:47pm.

The Chairman thanked Sgt Canning for attending the meeting and briefing Members on the work of the PCSOs.

CC1795/17 Minutes

Resolved:

- That the Minutes of the 329th Monthly Meeting of the Council held on Thursday 26 October 2017 be approved and signed by the Chairman

CC1796/17 Matters Arising

A Cllr asked the Clerk what the current position was in regards to the Freedom of Information request submitted to Transport for London (Tfl). The Clerk informed

members that the request regarding the Metropolitan Line Extension had been submitted and that an acknowledgment of the request had been received from TfL.

A Cllr informed members that the Habitat Regulation Assessment and Strategic Environmental Assessment for the Neighbourhood Plan had had to be re-submitted to the external examiner due to complications with the detail of the documents. The external examiner will now review the two documents and as a result no more progress on the Neighbourhood Plan will be made until around May 2018.

A Cllr asked whether the Council would be reconsidering their proposal to the Rickmansworth Citizens Advice Bureau after receiving their letter outlining that the Parish Council's decision not to award them the funding they required meant that the CAB would not be able to continue running the service past June 2018. The Chairman made it clear to members that Croxley Green Parish Council will not be providing the remaining £284 which the CAB require to keep the service running in Croxley Green past June 2018.

CC1797/17

Committee Reports

CC1797.1/17 Environment and Amenity Committee held on Tuesday 3 October 2017

Resolved:

- That the Minutes of the Environment & Amenity Committee meeting held on Tuesday 3 October 2017 be adopted as a report of the meeting.

CC1797.2/17 Any matters arising

There were no matters arising.

CC1797.3/17 Planning and Development Committee held on Thursday 5 & 19 October 2017

Resolved:

- That the Minutes of the Planning and Development Committee meetings held on Thursday 5 & 19 October 2017 be adopted as report of the meeting.

CC1797.4/17 Any matters arising

There were no matters arising.

CC1797.5/17 Finance and Administration Committee held on Thursday 12 October 2017

Resolved:

- That the Minutes of the Finance & Administration Committee meeting of Thursday 12 October 2017 be adopted as a report of the meeting.

CC1797.6/17 Any matters arising

There were no matters arising.

CC1798/17

Internal Audit Report (Interim) for the Year Ending 31 March 2017

The Chairman introduced the item and asked the Clerk to elaborate.

The Clerk informed the members that the Internal Audit Report was both consistent and normal with the previous year's approach. The Clerk made comment that the auditor had discussed with him that the Council did not need to keep a paper record of Purchase Orders and that digital versions would be

sufficient moving forward.

Resolved:

- That the Internal Audit Report is noted.

CC1799/17 Croxley Green Residents Association Grant Application

The Chairman introduced this item and asked Cllr Hollands to elaborate. Cllr Hollands informed members that the F&A committee had decided, after some discussion, that instead of providing funds to the CGRA to purchase the scanner, the Parish Council will buy the scanner and then loan it to the CGRA for the duration of their project.

This would allow CGPC to have use of the scanner after the WW1 project had finished and save the Residents Association money as they would not be required to put any funds towards its purchase. After the CGRA have finished using it initially the scanner could then be loaned out to other community groups who may require the scanner.

Resolved:

- To recommend to Council that at a cost of £534 the Parish Council purchases the overhead scanner and loans it to the Croxley Green Residents Association (History Project).
- That the Parish Council has use of the scanner on or offsite in downtime.
- That the scanner be made available to other community groups after the completion of the CGRA WW1 History Project.

CC1800/17 Community Infrastructure Levy – Preparation of Priority List of Projects

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk informed members that the Council had, at present, received £9000 in Community Infrastructure Levy funds from Three Rivers District Council. The Clerk made reference to the supporting paper supplied with the agenda which outlined how and when the CIL money could be spent.

The Chairman asked Cllrs to put forward their ideas on how best they think that the Parish Council should spend the £9000.

One Cllr suggested that the money does not just get swallowed up into existing projects and that it is used to fund something new for Croxley Green. Another Cllr stressed the importance of consulting with the public before any decision was made.

The remaining Cllrs brought no further suggestions on how to spend the available £9000 to member's attention.

Due to the limited amount of ideas brought forward by Council it was decided that a smaller working group of Cllrs be created to produce ideas on how to spend the available funds. These proposals will then be brought back to Council for later discussion. Cllrs Cole, Hobbs, Mitchell & Gallagher put themselves forward to be involved in the working group.

CC1801/17 Byelaws

Cllr Edmunds informed those present that the E&A committee had discussed the subject of Byelaws and had reached the decision that at this time Croxley Green Parish Council did not need to proceed with the creation of Byelaws - see EA13333/17.

Resolved:

- That the Council does not proceed with the creation of byelaws at the current time.

CC1802/17 Croxley Green Skate Park – Baldwins Lane Recreation Ground

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk drew member's attention to the Croxley Green Skate Park Refurbishment Report produced by Three Rivers District Council and supplied with the Agenda.

The Chairman invited comments from members.

One Cllr made comment that no representative or Cllr from TRDC had come to the meeting to put forward arguments as to why CGPC should help contribute funds towards the project. However, they felt that the Parish Council should be supporting the proposal of refurbishment regardless.

Another Cllr added that the skate park has been a popular addition to the community since it opened.

A Cllr commented that there was absolutely no substance to TRDCs paper and that much more information must be provided before any funding is awarded. This sentiment was echoed by many councillors who felt that the research undertaken by TRDC was far below what was required and did not constitute or justify the refurbishment of the entire site and the spending of over £300,000.

A Cllr spoke that, according to the paper, TRDCs funding shortfall would be alleviated if they were to wait just one more year before going ahead with the demolition of the site.

Resolved:

- That Croxley Green Parish Council supports the principle of the plan but will not support financially to the project until they receive further and better particulars.

CC1803/17 Data Protection

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk referred to the supporting paper circulated with the Agenda and highlighted the fact that it would be very unlikely under the new arrangements that the Clerk could act as the Data protections Officer as this may result in a conflict of interest.

According, the Council would need to seek either recruiting a Data Protection Officer or seeking the services of an external consultancy to provide that service. The Clerk added that the cost for the consultancy would be approximately £11,200 in year one and £7,200 in year and the Council would have little choice in regard to the necessity of budgeting for this provision.

The Clerk added that he had provisionally spoken with his Clerk colleagues about the possibility of sharing a data protection provision which would have the effect of spreading the costs.

Resolved

1. The Council minutes it is considering the available options for appointing a DPO and has accessed initial training on the new regime;
2. The Council notes that all Councillors will need to develop their own knowledge in this area and will be provided with guidance to support this as and when it becomes available;

3. The Clerk will review the administrative and data systems seeking external advice as necessary to ensure compliance and will report any areas of concern to Council;
4. The Council to consider whether it needs to obtain a third party assessment or employ the services of an external Data Protection Officer service;
5. The determination of the purpose or manner of processing personal data be delegated to Finance and Administration Committee until further guidance on managing conflicts of interest are obtained and/or a new member of staff/external party is appointed with DPO responsibility;
6. The Clerk alerts Council to any further developments and guidance;
7. The Clerk contacts the Council's insurers to determine the scope of any insurance cover in connection with the new rules and to determine whether there are any additional requirements from the insurers in order for any insurance to be effective.
8. The Clerk discusses shared external options with other Parishes in TRDC.

CC1804/17 Budgets 2018-19

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk informed members that at present the Budget for 2018/19 was showing a 12% increase from the previous year.

He added that the Budget will be discussed in greater detail at the December meetings of the E&A & P&D and the F&A committee will be going through the entirety of the Budget at their meeting on December 14.

The Clerk once again reminded members that November 30 was the deadline for any submissions.

CC1805/17 Closure

There being no further business the Chairman closed the meeting at 9:52pm.