

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

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**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

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CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

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CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.



EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.



## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

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CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

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CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

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EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

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**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

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CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

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CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also



felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.



EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

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Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

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Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

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CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

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EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.



## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also



felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

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Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

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Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

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CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

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CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

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CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

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Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.



EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

Voting Members:12

CC1031/12 Apologies for Absence

Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

CC1028/12 (Parish Council's Media Policy). The Clerk was asked why, in the last paragraph, it stated 'Another Cllr' as opposed to naming that Cllr. The Clerk advised that unless it was absolutely necessary, Cllrs names should not be recorded in the Minutes. It was argued that Cllrs can request that their name is included in the Minutes but the Clerk said that it should not unless it was an exceptional circumstance.

CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

CC1036.2/12 Any matters arising

EA838/12 (Active Works List). The Clerk was asked how many bird boxes the Parish Council had installed. The Clerk said that there was not a record of this and a Cllr advised that the Residents' Association had also put up a number of bird boxes.

EA840/12 (Damage to The Green). It was asked if contractors could be asked to put artificial matting down to protect The Green when they have to cross it. The Clerk advised that it was the responsibility of Three Rivers District Council (TRDC) to put conditions on planning decisions. The Chairman added that we could recommend this to TRDC.

CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

- that the Minutes of the Finance and Administration Committee held on Thursday 12 January 2012 be adopted as a report of the meeting.

CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

- that the Gold package of Survey Monkey be subscribed to at a cost of £299.

CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

felt that a Saturday morning would be more favourable than a Tuesday night.

Members acknowledged that not all Cllrs would have the expertise to answer residents' questions and deal with enquiries. It was pointed out that very clear guidelines would have to be set and Cllrs would be there to listen and not speak on behalf of the Council. It was asked how the surgeries would be publicised and the Clerk stated that the surgeries could be advertised in the Parish Pump, My Croxley (My News Mag) on our website as well as on the notice boards around Croxley Green. Permission would need to be given by the library and a rota would need to be made up.

**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

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Apologies had been received from Cllrs Brading, Isard-Brown, Jordan and Wynne-Jones.

CC1032/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1033/12 Representations from the Public

There were no public present.

CC1034/12 Minutes

**Resolved:**

- That the Minutes of the 272<sup>nd</sup> monthly meeting of the Council held on Thursday 26 January 2012 be approved and signed by the Chairman.

CC1035/12 Matters Arising

CC1025.2/12 (Matters Arising; EA827/11 Nectar/Oasis Areas and EA820/11 Bee Keeping). The Clerk was asked for an update and he replied that Natural England and the Bumblebee Conservation Trust had sent leaflets and information. He added that the British Beekeepers Association, Butterfly Conservation and Buglife have said they will send us information. The Clerk further added that we were still waiting to hear from Hertfordshire and Middlesex Wildlife Trust.

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CC1036/12 Committee Reports

CC1036.1/12 Environment and Amenity Committee held on Tuesday 3 January 2012

**Resolved:**

- that the Minutes of the Environment and Amenity Committee held on Tuesday 3 January 2012 be adopted as a report of the meeting.

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CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

- that the Minutes of the Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012 be adopted as reports of the meetings.

CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

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CC1036.6/12 Any matters arising

There were no matters arising.

CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

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CC1038/12 Councillors' Surgeries

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**Resolution:**

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- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.



## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 273<sup>rd</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 23 FEBRUARY 2012

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

Cllrs Baldwin, Brand, Dann, Edmunds, Getkahn, Martin (arrived at 8.05pm during item CC1036.1/12), Mitchell, Ridley, Seeley, Shafe and Vane

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CC1036/12 Committee Reports

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CC1036.3/12 Planning and Development Committee held on Wednesday 4 January and Wednesday 18 January 2012

**Resolved:**

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CC1036.4/12 Any matters arising

PD1743/11 (Matters Arising; PD1727/11 Part Night Street Lighting). The Clerk was asked about this matter and he advised that District Councillor Steve Drury had been invited to the next Planning and Development meeting and providing he is able to attend to give a verbal update, the matter would be placed on the Agenda.

CC1036.5/12 Finance and Administration Committee held Thursday 12 January 2012

**Resolved:**

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CC1036.6/12 Any matters arising

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CC1037/12 Community Plan Questionnaire for Residents – Survey Monkey

The Clerk reminded Members that the Planning and Development Committee (of 4 January 2012) had recommended to Council that Survey Monkey be subscribed to at a cost of £299. He advised that Survey Monkey was an online questionnaire service intended to be used for the Community Plan questionnaire and that it provides survey templates and free form questions and most of the analysis is calculated online. The Clerk added that we can opt out when we like and have the facility to download all data and information beforehand. Cllrs were reminded that the £299 would be taken from the budget already agreed for the Community Plan. It was asked how residents could complete a questionnaire if they did not use the internet and it was pointed out that paper copies would be made available and the Community Plan would be well publicised.

**Resolved:**

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CC1038/12 Councillors' Surgeries

This matter was introduced by the Chairman and Cllr Ridley reminded Members that when this item had been discussed previously, it was suggested that the Parish Council holds surgeries in conjunction with District Councillors at the library. As this was not possible, Cllr Ridley was proposing that the office be used on a monthly basis on Tuesday evenings between March and September.

Members were in favour of this initiative and a lengthy discussion followed. It was considered that the office was not a really suitable venue as it was too remote and there were concerns about Cllrs' security and vulnerability. It was considered that the library would be a preferable option as residents were there incidentally. It was also

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**Resolution:**

- That pilot, monthly Councillor Surgeries be established in the library on Saturday mornings hosted by two Cllrs;
- That the Clerk draws up a modus operandi;
- That a report agreed by both Cllrs is presented to Council;
- That the pilot surgeries be reviewed at the July Council meeting.

CC1039/12

Closure

There being no further business the Chairman closed the meeting at 8.48pm.