



MINUTES OF the 308th MONTHLY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 24 SEPTEMBER 2015 at 8.00PM

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

Cllrs Bains, Baldwin, Edmunds, Greenman, Hobbs, Ridley, Saxon, Taft, Vassiliou, and Wynne-Jones

Voting Members: 11 reducing to 10 during item CC1519/15.

Public: 2

CC1511/15 Apologies for Absence

Apologies had been received from Cllrs Brand, Gallagher, Hollands, Kataria and Kaur.

CC1512/15 Declarations of Interest by Members

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

CC1513/15 Representations from the Public

Representations were made by one person regarding a matter reported in the Minutes of the last Council Meeting under Agenda item CC1505/15. The representative stated that although the Minute of the meeting was not wrong and recorded what was stated, the statement made at the meeting was erroneous and that needed to be corrected.

The matter related to the Budget/Project Item WW2 VE/VJ Commemorative Service. The representative introduced himself as Mr Nik Bennett who is a Church Warden for All Saints Church. He advised that Rev Miriam Mugan would have attended the meeting personally but unfortunately had a pre-existing engagement. Mr Bennett added that Rev Mugan had provided him with her synopsis of events. Mr Bennett then reported on the sequence of events from the Church's point of view.

In August 2014 Cllr Ridley contacted Rev Mugan to clarify whether in principle she would be happy to host a service to commemorate VE or VJ Day. Cllr Ridley had outlined some ideas and Rev Mugan agreed in principle provided there was sufficient interest/commitment from local community groups. Cllr Ridley agreed to explore that further. On 10 November Cllr Ridley sent an email to the Church Office requesting dates/times that the Church might be available for the event and no date was suggested in that email. Unfortunately, the email went into the 'spam box'. As there was no response to that email a phone call from Cllr Ridley to chase up this would have expedited the matter. Two months later on 12 January Cllr Ridley sent an email requesting availability of the Church/Hall on 9 May (there was no indication that an urgent response was needed). On 20 January the Church sent an email to Cllr Ridley confirming availability. On the same day, 20 January, Cllr Ridley sent an email to the Church advising that due to delay in the response from All Saints Church, the church service may have to be cancelled. On 26 January Cllr Ridley sent an email to the Church requesting clarification of how the service would go ahead. On 1 February Rev Mugan sent an email to Cllr Ridley asking for an update as to who had agreed to take part in the service especially in relation to Schools and the Royal British Legion so that a service outline can be developed. On 2 February Cllr Ridley sent an email stating he would get in touch with the schools and the Royal British Legion. A meeting was also suggested with all parties to "progress and bring it to a swift conclusion". On 4 February Rev Mugan sent an email to Cllr Ridley advising that she would wait confirmation from him of participants and the meeting date.

From the 4 February no further information, telephone call or email correspondence was received from Cllr Ridley about this service.

Mr Bennett concluded that from his personal experience as a former Councillor and that of other Councillors, he knows that if a Councillor agrees to lead a Parish Council initiative they must be prepared to input a vast amount of their personal time to drive it forward, both by way of well thought out arrangements and chasing up unanswered enquiries. Mr Bennett continued by stating that he believed that did not occur in this case and therefore the failure to progress the initiative lay firmly with Cllr Ridley and not All Saints' Church as intimated in his statement in the Minutes of the meeting.

The Chairman permitted Cllr Ridley the right of reply who stated that he had kept Cllr Baldwin informed but by 20 January there was little time to progress the matter.

It was requested that the synopsis provided of the events of this case be recorded in the Minutes.

CC1514/15

Minutes

The Clerk pointed out that there was an error in Minute CC1509/15 (Council Website Update) in that the Resolution stated that the cost of the project was £3,550 when in fact the figure should read £3,500.

Resolved:

- That the amended Minutes of the 307th monthly meeting of the Council held on Thursday 30 July 2015 be approved and signed by the Chairman.

CC1515/15

Matters Arising

CC1509/15 Council Website Update. The Clerk wished to report on the further progress made in regard to the Council's new website. He reminded Members that at the last Council Meeting it had been agreed that KVA Digital be commissioned to update the website. The Clerk continued that as discussed at that meeting he would provide reports to the Finance and Administration Committee and that Cllr Taft would assist, given his experience, with progressing the development of the website. The Clerk continued that at the last Finance and Administration Committee on 10 September, as reported in those Minutes, he had provided an update with a visual presentation and that he would now update Members on that presentation and where we are now.

The Clerk went through the visual presentation given at the Finance and Administration Committee and showed Members the initial designs on screen and explained that the emphasis of the new design is to have a 'community feel' about it and explained that the pictures used are samples and can be changed. It showed how the website would look when viewed by different devices (PC, laptop, tablet and phone) and that the home page would consist of the Noticeboard, Latest News and Events. There would also be a Twitter Feed. The Clerk added that there will be a Consultation Area where the Council can seek the views of residents on matters and receive feedback. There would be a picture gallery where residents can post their photographs of Croxley Green (old and new) which could be used randomly in areas of the site where pictures are used. New email addresses will need to be established to receive Consultation feedback, Noticeboard board information and photographs but there will be an authorising process prior to posting noticeboard information and photographs on the site to ensure no inappropriate material is displayed. The Clerk then showed the initial draft of the Community page which would contain introductory words about the area and summarised in graphic form.

The Clerk stated that the new site would have a fresh, clean look and is designed to improve interaction and engagement with the community. The Clerk added that it will be very important that Councillors will be expected to provide up to date information about activities, reports on events etc and other positive matters about

the Council to keep the website interesting so that people will wish to visit the site again and again to see what's new and this cannot be left the Clerk and his Administrative Officer alone given their other duties. It was pointed out that unlike the current website that takes you straight into the 'formal' aspects of the Council in terms of Agendas and Minutes whilst that area of the website will be very easy to access, the emphasis initially is on the Community that the Council actually represents.

Whilst in general terms Members like the way the website was developing comment was made that it may not be right for the Parish Council as it had a feel more of an 'residents association' site than a Council web site.

CC1516/15 Committee Reports

CC1516.1/15 Environment and Amenity Committee held on Tuesday 7 July 2015

Resolved:

- That the Minutes of the Environment and Amenity Committee held on Tuesday 7 July 2015 be adopted as a report of the meeting.

CC1516.2/15 Matters Arising

EA1140/15 Proposed TRDC Public Space Protection Order. The Clerk was asked whether there was any further update on this matter to which the Clerk replied that he had no further information on the proposals by TRDC.

CC1516.3/15 Planning and Development Committee held on Wednesday 5 August and 19 August 2015

The Clerk pointed out that the Minutes of the meetings on Wednesday 1 July and Wednesday 15 July should also be adopted as reports of those meetings and this can be done under Standing Order 9.1.14 Motions not requiring written notice. The Clerk advised that the Minutes of these Meetings had already been issued and no matters have been brought to his attention regarding those Minutes.

Resolved:

- That the Minutes of the Planning and Development Committee held on Wednesday 1 July, Wednesday 15 July, Wednesday 5 August and 19 August 2015 be adopted as reports of the meetings.

CC1516.4/15 Any matters arising

There were no matters arising.

CC1516.5/15 Finance and Administration Committee of Thursday 11 June 2015

Resolved:

- That the Minutes of the Finance and Administration Committee held on Thursday 9 July 2015 be adopted as a report of the meeting.

CC1516.6/15 Matters Arising

There were no matters arising.

CC1517/15 Annual Accounts 2014/15 – Annual Return and External Audit Report for the year ending 31 March 2015

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

The Clerk advised that this matter had been raised at the Finance and Administration Committee meeting held on 10 September and was very pleased to report that yet again there were no matters which came to the attention of the External Auditors which gave cause for concern. For clarity, the Clerk read from the Annual Return Section 3 which stated "On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have

come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.

The Clerk continued that the External Auditor had drawn attention to a matter which, as stated in the Annual Return, does not affect their opinion as stated above regarding a matter a resident had raised with them in respect of the Council's annual firework display.

The Clerk advised that the External Auditor had stated that three quotes were necessary for expenditure between £2,000 and £5,000 and that these should be obtained in respect of the firework display. The Clerk pointed out that the Council's de minimis for obtaining quotes is £5,000 and not as stated by the auditor of above £2,000. The Clerk clarified the matter by advising that from £2,000 to £5,000 estimates should be strived for where practical.

The Clerk stated that he had been contacted by the Auditor about this matter and had advised them that it was treated in accordance with the Council's Financial Regulations 11.1 (iv), an extension of an existing contract. He had stated that the firework display is an annual on-going event and the current provider had provided a consistent and high quality display since 2006 with no increase in costs over that period and accordingly represented exceptional value for money.

The Clerk continued that at the Finance and Administration Committee meeting it had been resolved that it be recommended to Council that a letter be written to the External Auditor querying their comment based on the Council's actual wording of the Council's Financial Regulations and that it is recommended to Council that the firework display be continued with Whizz Bang for 2015 on the basis of quality and value for money.

It was pointed out that the Council's Financial Regulations were based on the NALC model at the time they were made which differentiated between estimates, quotes and tenders. It was noted that the External Auditor had used the wrong wording and that whilst cost is one thing, value for money was another for which the existing firework company was providing.

Resolved:

- that the Clerk writes a letter to the External Auditor querying their comment based on the Council's actual wording of the Council's Financial Regulations;
- that the firework display be continued with Whizz Bang for 2015 on the basis of quality and value for money.

CC1518/15 TRDC Local Area Forum

The Chairman introduced this item and asked if any Councillor who attended wished to give a report about the meeting that took place on 30 June 2015.

It was reported that TRDC would no longer be producing Minutes of the Forum meeting. The Clerk also reminded Members that when this matter was discussed for inclusion onto the Agenda that it would also be inappropriate that the verbal report be recorded in the Council's Minutes as this would mean that, in essence, the Clerk would be servicing a TRDC meeting.

A verbal report of the Forum meeting was given.

CC1519/15 Projects / Budget Items 2015-16

This matter was introduced by the Chairman who was looking for an update from the Lead Councillors progress on their projects.

Sustainability

It was reported that further work will be done on this when the new website is up and running which would also be able to provide links to other sites for further advice and guidance.

Tree Planting

It was reported that some tree planting has been undertaken via District Cllr Drury's locality budget but further sites need to be identified which is being looked at along with the Neighbourhood Plan.

Neighbourhood Plan

It was reported that good progress has been made on this matter and a draft will have been sent to TRDC in anticipation of a meeting with them in the coming days.

Community Plan

This matter was on the Agenda for consideration later.

Canal Partnership

It was reported that this has now successfully got off the ground and there had been a Canal Weekend in May and a further Canal Day in August.

Market

This matter was on the Agenda for consideration later.

WW2 VE/VJ Commemorative Service

This project did not take place and was reported on under Representations from the Public, see above.

Stained Glass Window or Etched Doors at All Saints' Church

It was reported that photos of the current door had been taken and details of its replacement were being considered by the Church but as this procedure can take some time it may be unlikely that this project will be completed this year. The Clerk advised that unspent provisions from the budget would go into the Council's Reserves and if funding is required for the project next year, such funding would have to come from Reserves.

Stones Orchard

It was reported that the Rangers are now booked on a hedge laying course.

At this point Cllr Ridley left the meeting (8.55pm).

Poppies on The Green

It was reported that a sample 'Event' poppy had been obtained and tried out. It is the intention to put the poppies on the lamp posts on the Green on 2 November.

Bird Boxes

It was reported that the rangers had made them last year and more will be made as needed.

Senior Citizen's Outing

It was reported that the trip to Clacton proved very popular and was well received

Dog Show

It was reported that this event was taking place at the weekend (27 September)

Wassail

It was reported that the event will be taking place early in the New Year.

Hedging

See Stones Orchard, above.

Picnic in the Park

See Agenda item CC1520/15 below.

Virtual Notice Board

It was reported that this is part of the new website development.

CC1520/15 Brass Band and Market

The Chairman introduced this item and referred to the Supporting Paper circulated with the Agenda.

It had been proposed that a brass band be used for the picnic in the park event and although a number of options were considered the event did not take place. It was now proposed that a brass band be hired to play carols by the Christmas tree outside the library using the funds from the picnic in the park budget. In addition, discussions had taken place with the owner of “the Little Fox market” to have a small market on the same day, Saturday 19 December. It was reported that the HCC library service were willing to facilitate the event.

A discussion ensued as to what type of stalls would be at the market but this detail would need to be resolved nearer the time with the Little Fox market. Whilst in general the combined event was considered a good idea concerns were expressed that as the 19 December is the last Saturday before Christmas an event during the day may not attract many people who may be doing their last minute Christmas shopping. It was suggested that perhaps the event should be held in the early evening.

Resolved:

- that funds from the picnic in the park budget (up to £500) be used to book the brass band and obtain licenses for the market and music;
- that the Clerk be delegated to progress this event working with Cllrs Brand and Mitchell.

CC1521/15 Neighbourhood Plan and Community Plan Update

The Chairman introduced this item and referred to the Community Plan Supporting Paper circulated with the Agenda.

Members noted and supported the approach set out in the paper regarding the Community Plan and a number of Cllrs put their names forward to assist in finalising the writing of certain sections as follows:

Topic	Writer	Reviewer
Administrative and legal context	Mr Clerk (David Allison)	Cllr Andrew Gallagher
Natural environment & Green spaces	Cllr Edmunds	Cllr Greenman
Built environment (planning, housing, etc.)	Cllr Chris Mitchell	Cllr Hobbs
Transport & road safety	Cllr Andrew Gallagher	Cllr Chris Mitchell
Health and well being	Margaret Gallagher	Cllr Greenman

Leisure, recreation and local facilities	Cllr Hobbs	Cllr Edmunds
Business, commerce and employment	Cllr Bains	?
Young people and education	Cllr Wynne-Jones	?
Safe society	?	?

Resolved:

- the proposals to complete the Community Plan and the proposed timetable were approved.

The Chairman updated Members regarding the Neighbourhood Plan and reported that a meeting for businesses had been held to which 100 local businesses were invited but unfortunately only three turned up. A meeting with Thrive Homes had taken place and a meeting with Transport for London was being arranged. It was hoped that a further draft of the Plan would be sent to TRDC in the near future and a meeting with them was scheduled for 29 September.

CC1522/15

Licensing Act 2003 TRDC Review of Licensing Policy 2016-21 and Gambling Act TRDC Draft Statement of Gambling Principles 2016-2019

The Chairman introduced this matter and asked the Clerk to elaborate. The Clerk drew attention to the Supporting Papers circulated with the Agenda and stated that the legal requirement for TRDC to review their Licensing Policy has now changed from 3 years to 5 years. The Clerk added that one of the main changes to their Policy is that they would no longer directly consult with the nearest 30 residential premises on applications received.

The Clerk added that although the Parish Council is not one of the nine responsible bodies that TRDC must consult with on receipt of an application, they will continue to notify Ward Councillors of applications or changes.

As far as the Gambling Act and TRDC's policy, representations about an application can be made by interested parties and elected Cllrs will be considered as an interested party providing the Cllr represents the ward affected. TRDC will also consider the Parish Council as an 'interested party' in regard to be able to make representations.

Resolved:

- Members noted TRDC's updated Licensing Policy 2016-21 and Gambling Act TRDC Draft Statement of Gambling Principles 2016-2019.

CC1523/15

S137 Grant Application for the Croxley Green Home and Produce Annual Show

The Chairman introduced this item and referred to the Supporting Paper circulated with the Agenda. The Clerk pointed out that this matter had been discussed at the last Finance and Administration Committee meeting held on 10 September and it had been resolved that an S137 Grant of £300 be recommended to Council for approval.

Resolved:

- That a Grant of £300 is approved.

CC1524/15

Remembrance Sunday Parade

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk referred to the Supporting Paper circulated with the Agenda and advised that in recent years there has been no marching band with the Remembrance Day Parade and that

music has been provided by a loudspeaker mounted on a car.

The Clerk added that the Royal British Legion have contacted the Chiltern Brass Band who would be able to march with the parade and perform at the War Memorial after the Church service.

Members agreed that this was a good idea and that funding should come from the unspent monies allocated to the VE/VJ Commemorative Service that did not take place.

Resolved:

- That £250 be spent to pay for the Brass Band on Remembrance Sunday;
- That £250 be vired from the budget provision for the VE/VJ Commemorative Service.

CC1525/15

If so resolved, to approve that, having regard to the nature of the business to be transacted, the Press and Public be excluded from the next item(s) on the agenda.

Resolved:

- That the meeting moves to a Part 2 session and that the press and public be excluded from the meeting.

CC1525.1/15 Annual Civic Award

The Chairman introduced this item and asked Cllr Saxon to elaborate. Cllr Saxon referred to his paper circulated to Councillors only with the Agenda and stated that the intent which was to introduce an annual civic award to be awarded to someone who has improved the lives of people within the Parish or to have provided services to the Community of Croxley Green.

Members considered this was an excellent idea and fully supported the proposal.

Resolved:

- An annual civic award called the Hazel Seeley Cup is established with Mrs Seeley being the first recipient;
- That the year one budget for setting up the award is £300 funded from the Chairman's Discretionary Budget thereafter £200 per annum for which a new Budget item would be set up.

CC1526/15

Closure

There being no further business the Chairman closed the meeting at 9.37pm.