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Community Way
Croxley Green
Rickmansworth
Hertfordshire WD3 3SU

MINUTES OF the 347th MONTHLY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 25 JULY 2019

Present: Cllr Gallagher in the Chair
Ryan Bennett – Clerk to the Council
Amanda Gardiner – Administrative Assistant

Cllrs Cole, Hobbs, Jacob, Kyriakou, Mitchell, Montague, Tobin, Vassiliou, Walker, Wallington.

Voting Members: 11

Members of the Public: 16

CC2009/19 Apologies for Absence

Apologies had been received from Cllrs Benner, Birch, Hughes, Taylor, Yeung.

CC2010/19 Declarations of Interests by Members

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

CC2011/19 Parish Matters

A representative from the Croxley Green History Project updated Members on the Parish Council Peace Picnic held on 14th July 2019. Proceeds from the sale of the booklet and raffle for medals raised £235 for the Parish Council's charities

CC2012/19 Representations from the Public

A representative from Windmill Drive Residents Association (WDRA) outlined concerns that the new owner of the Windmill had cleared trees and vegetation from the site and had destroyed the habitat used by wildlife. WDRA spoke with TRDC, who checked that no trees with TPOs had been touched. WDRA are concerned that the site was cleared without warning and that development plans could be detrimental to the Windmill which is Grade 2 listed. No plans have been submitted to TRDC at present.

CC2017/19 – Representatives from Malvern Way School spoke about their grant application for a polytunnel that can be used year round by children to grow vegetables and provide outdoor learning space. They would like to engage with older members of the village, to share knowledge with the children and to tackle loneliness.

CC2019/19 - A representative from All Saints Church outlined the role that the Parish Nurse has taken up in the community.

CC2020/19 – A representative from the Croxley Green History Project outlined the benefits of formalising the relationship between the group and the Parish Council

CC2013/19 Minutes

The minutes up for review were the Minutes of the 346th Monthly Meeting of the Council held on Thursday 16 May 2019

Resolved:

- That the Minutes of the 346th Monthly Meeting of the Council held on Thursday 16 May 2019 be approved and signed by the Chairman

CC2014/19 Matters Arising

There were no matters arising.

CC2015/19 Committee Reports

CC2015.1/19 Planning and Development Committee held on Thursday 6 and 20 June 2019

Resolved:

- That the Minutes of the Planning and Development Committee meeting held on Thursday 6 and 20 June be adopted as a report of the meeting.

CC2015.2/19 Any matters arising

There were no matters arising.

CC2015.3/19 Leisure, Events & Environment Committee held on Tuesday 2 April 2019

Resolved:

- That the Minutes of the Leisure, Events & Environment Committee meeting held on Tuesday 2 April 2019 be adopted as a report of the meeting.

CC2015.4/19 Any matters arising

There were no matters arising.

CC2015.5/19 Finance and Administration Committee held on Thursday 11 April 2019

Resolved:

- That the Minutes of the Finance & Administration Committee of Thursday 11 April 2019 be adopted as a report of the meeting.

CC2015.6/19 Any matters arising

There were no matters arising.

CC2016/19 Clerk's Report

The Clerk provided a summary of activities undertaken by the Parish Council office and Parish Rangers. Report attached.

CC2017/19 S137 Grant Application from Malvern Way School

Members agreed that the use of a Polytunnel to provide year round learning opportunities for children to learn how to grow fruit and vegetables is very beneficial. They also agreed that engaging with older residents in the village will provide volunteering opportunities to reduce loneliness and enable them to share their knowledge.

Resolved:

- That a grant of £1,000 be paid to Malvern Way School.

CC2018/19 S137 Grant Application from Merchant Taylors Place Management Company

Representatives from Merchant Taylors Place Management Company were not able to attend to speak at the meeting and requested that their application be deferred until September. This item was therefore withdrawn and not discussed. They will present their grant application in September 2019.

CC2019/19 Parish Nurse

This item was discussed on 26th July 2018 (CC1890/18) and the previous council had agreed to fund the project in principle. It had been brought back to current Councillors for their input and Members expressed differing views on the commitment of council funds. Parish Clerk would advise the group to submit their request for funding by way of a formal grant application.

CC2020/19 Partnership with the Croxley Green History Project & Transfer of Website

A representative from Croxley Green History Project spoke about a proposed new working relationship between Croxley Green History Project and the Parish Council and a proposal to transfer the website to CGPC. Councillors were in favour of helping to safeguard the website, to ensure that the record of the history of the village can be maintained for future generations. A Councillor felt that partnership was not the right description and suggested that relationship was the most appropriate description to use.

Resolved:

- The word partnership be changed to relationship.
- That Croxley Green Parish Council agrees to the creation of a formal working relationship with the Croxley Green History Project.
- That Council instructs the Clerk to liaise with the Croxley Green History Project regarding the transfer of ownership of the group's website to the Parish Council.
- That the Clerk brings an update to Members regarding transfer of ownership of the website for ratification to the Council meeting in September.

[In accordance with Standing Order 13.1.15 the meeting was temporarily suspended between 21:00 – 21:07]

CC2021/19 Continuing Parish Council Funding of PCSOs

Cllr Wallington outlined his concerns over Hertfordshire's Constabulary not meeting the agreed service level agreement. He informed council that following the departure of one of Croxley Green's designated PCSO they had not been replaced. He added that in his view the Parish Council should request a refund for the period in which Croxley Green had been with only 1 designated PCSO.

Resolved:

- That the Clerk will recover sums paid to Herts Police based on the percentage of time our PCSO was not covering Croxley Green.
- That the Council continues to provide support towards funding two PCSOs for service in Croxley Green.
- That the Clerk will negotiate the service level agreement with Herts Police and monitor the provision of PCSO services to Croxley Green.

CC2022/19 Recommendation from Planning & Development Committee for the Creation of a Working Group

Members noted the recommendation from the P&D

CC2023/19 Recommendation from Finance & Administration Committee Regarding Working Groups

Members noted the recommendation from the F&A

CC2024/19 Working Groups

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk commented that the Council currently has 11 working parties.

Land Transfer – recommendation is to merge this group with Renewal of Council Building and report to Council through the F&A Committee.

Council Workings – recommendation is to wind up this group as it has substantially completed its original remit.

Neighbourhood Plan – recommendation is to wind up this group as it has substantially completed its original remit.

Strategic Business Plan – recommendation is to wind up this group and transfer responsibility to the F&A Committee.

Community Infrastructure Levy – recommendation is to transfer CIL money to P&D Committee and wind up this group.

Youth Project – recommendation is to wind up this group and transfer responsibility to the LEE Committee.

Renewal of Council Building – recommendation is to merge this group with Land Transfer and report to Council through the F&A Committee.

Christmas Market – recommendation is to wind up this group and transfer responsibility to the LEE Committee.

Election Planning – recommendation is to wind up this group as it has substantially completed its original remit.

2018/19 Annual Report - recommendation is to wind up this group and transfer responsibility to the F&A Committee.

New Year's Eve Fireworks – recommendation is for this group to report to the LEE Committee and continue its work to completion.

Resolved:

- That Council Workings, Neighbourhood Plan and Election Planning groups be wound up as they have completed their original remit.
- That Land Transfer and Renewal of Council Building groups are merged and report to Council through the F&A Committee.
- That Community Infrastructure Levy (CIL) be wound up and responsibility of CIL money be transferred to P&D Committee.
- That New Year's Eve Fireworks Group reports to LEE Committee and continues its work to completion.
- That Christmas Market and the Youth Project be transferred to the LEE Committee and the two groups wound up.
- That Strategic Planning and Annual Report be transferred to the F&A Committee and the two groups wound up.
- That a standing agenda item is created on each committee's agenda to review the progress of the continuing working groups and the specific topics transferred to them.

CC2025/19 Change of Finance & Administration Committee meeting to the last Thursday of the Month

F&A Committee Meetings are currently held on the 2nd Thursday of each Month. In order to align the meeting calendar so more members can attend, it is proposed to move the F&A Committee Meeting to the last Thursday of the month, alternate to the month's Council Meetings are held. The Clerk advised that this will not be possible for those months of which there is to be both a meeting of the F&A committee and full council.

Resolved:

- Finance & Administration Committee to move to the last Thursday of the Month when possible.

CC2026/19 Parish Council's Internal Audit Review

Members noted the audit plan and thanked the Clerk for the detailed breakdown of the Internal Audit review process. Members were content that the process in its current form was comprehensive and sufficiently detailed to represent a true reflection of the Council's actions and activities.

There were no changes to the Internal Audit Process as outlined in the supporting paper.

Resolved:

- That the Audit Plan be accepted.

CC2027/19 Social Media Policy

The Clerk outlined that with the new council, it is good practice to update the Social Media Policy and requested Members submit ideas and suggestions of amendments by Monday 2 September.

Resolved:

- Council updates the Social Media Policy
- Councillors submit ideas and suggestions of amendments to the Clerk by Monday September 2
- That the Clerk brings an updated Social Media Policy for ratification by Council to the Council meeting in September.

CC2028/19 Election Costs

The Clerk presented the election costs for the May 2019 Election and confirmed that they were in line with the costs expected by other Parish Clerks. It was noted that the Council has made specific provision in past years for this expenditure by way of an earmarked reserve and that the balance on that reserve totals more than £25,000.

Resolved:

- That a payment of £7,987.03 is paid to Three Rivers District Council for expenses incurred in the Parish Council elections of May 2019.

CC2029/19 Parish Council Charities 2019/20

The Chairman opened the item and asked Cllrs for their suggestions for the charities which the Parish Council will support in 2019/20. Several suggestions were put forward and after discussion it was agreed that the Council Charities would be Parkinson's Trust and Mind. It was also noted by Cllrs that the funds raised from the Dog Show should, as in 2018, go to an animal related charity. It was suggested that the RSPCA Southridge Animal Shelter be chosen as a suitable charity.

Resolved:

- Charities for 2019/2020 will be the Cure Parkinson's Trust and Hertfordshire Mind Network.
- Charity for the 2019 Dog Show will be the RSPCA Southridge Animal Shelter in Hertfordshire.

CC2030/19 Closure

There being no further business the Chairman closed the meeting at 10:08 pm