

CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 244th MONTHLY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 26 MARCH 2009

Present: Cllr Norman in the Chair David Allison - Clerk

Cllrs Bennett, Birch, Brading, Brand, Hollands, Martin, Seabourne, Seeley, Shafe, Vassiliou and Wynne-Jones

Voting Members: 12

There was 1 member of the public present.

CC634/09 Apologies for Absence

Apologies for absence were received from Cllrs Bains, Dann, Jefford and Saxon

CC635/09 Declarations of Interest by Members

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

CC636/09 Representations from the Public

Representations were made by one member of the public regarding the fact that the Parish Council's web site was not yet available on line. Additionally, representation was made that there are many individuals and groups in Croxley Green who are interested in improving the area and that the Parish Council should take the lead in co-ordinating all these interests.

CC637/09 Minutes

It was proposed by Cllr Seeley and seconded by Cllr Shafe that the Minutes of the 243rd Monthly Meeting of the Council held on Thursday 26th February 2009 be accepted. The proposal was agreed and the Chairman signed the Minutes.

CC638/09 Matters Arising

Under item CC627/09 Matters Arising CC591/08, the Clerk reported that an email had been received from INCO, the web site developers, on 25 March advising that the website design was being integrated into the Content Management System and that the working example demo would be available during the week commencing 30 March.

Under item CC628.2 Environment and Amenity Committee Matters Arising EA541/09, Access to Stones Orchard from the Guild of Sports Ground, Cllr Brand declared an interest but advised Members that a meeting with Three Rivers District Council was arranged for next week.

Under item CC630 Contract for The Green and Stones Orchard, an update on the current position was requested. The Chairman advised that the Clerk was in discussions with Three Rivers District Council on this matter and it was hoped to bring it to a conclusion as soon as possible.

CC639/09 Committee Reports

CC639.1/09 Environment and Amenity Committee held on Tuesday 3 March 2009

It was proposed by Cllr Seeley and seconded by Cllr Martin that the Minutes of the Environment and Amenity Committee held on Tuesday 3 March 2009 be adopted. The proposal was agreed. Councillors were reminded that this matter (as with all the Committee reports) was one of adopting the report from the Committee and on the assumption that Members had read the report (the unadopted Minutes) they can vote for the adoption of the report even though they had not attended the meeting. This situation applies even if a Committee Member was not present at the Meeting.

- CC639.2/09 Any matters arising
The Chairman apologised that an Agenda item for the Revels should have been on the Council's Agenda but this will be discussed at the next meeting.
Under EA552/09 Parish Pump Magazine, an update on progress was requested. It was reported that compilation was making good progress and that it was anticipated that it would be going to print on 20 April.
- CC639.3/09 Planning and Development Committee held on Wednesday 4 March and 18 March
It was proposed by Cllr Hollands and seconded by Cllr Wynne-Jones that the Minutes of the Planning and Development Committee held on Wednesday 4 March and Wednesday 18 March 2009 be adopted. The proposal was agreed.
- CC639.4/09 Any matters arising
Under item PD1062/09 Pelican/Puffin Road Crossings, the information received from Highways was noted.
Concern was expressed by one Member that this matter was being progressed through the Planning and Development Committee particularly in respect of the potential expenditure involved. It was pointed out that the matter does fall within the remit of the Planning & Development Committee but should it get to a stage where Council finance would need to be committed given the sum involved, this would go through full Council and follow the Council's procedures for authorising such expenditure.
- CC639.5/09 Finance and Administration Committee held Thursday 12 March 2009
It was proposed by Cllr Seeley and seconded by Cllr Hollands that the Minutes of the Finance and Administration Committee held Thursday 12 March 2009 be adopted. The proposal was agreed.
- CC639.6/09 Any matters arising from meeting held on 12 March 2009
Under item FA487/09, a Member raised the matter about the potential of using the buying power of Three Rivers District Council and Watford Borough Council. A Member of the Finance and Administration Committee pointed out that when this was raised at the meeting the Clerk's response was more than acceptable to the Committee, as reported in the report.
- CC640/09 Interim Internal Audit Report
The Chairman introduced this item and asked the Clerk to elaborate. The Clerk stated that in overall terms it was a good audit report although it was recognised that some difficulties are being experienced with the accounting package software. The Clerk continued that in the main, the problems related to the end of month processing particularly, when addressing matters that had not been encountered before. The Clerk explained that a number of cheques which had been raised via the system and sent to suppliers had not arrived and required these to be cancelled at the bank and replacement cheques issued. This situation would lead to the system showing that the first original, now cancelled cheque was issued but could not be reconciled on the bank statement given that it had not been cashed. The replacement cheque would show on the bank statement but could not be reconciled with the entry on the accounts system. The Clerk advised that a manual reconciliation was undertaken to ensure bank payments were correct.
Some concern was raised about this situation but the Clerk said that the matter had been drawn to the attention of the Council's accountants and the matter has been corrected in liaison with them on a pre-end of year visit. It was agreed that should such a situation occur again it should be a matter drawn to the attention of the Finance and Administration Committee.

CC641/09

TRDC Crime Statistics by Beat

The Chairman introduced this item and referred to the information circulated with the Agenda. A general discussion took place about the figures and one Member pointed out that drug offences in North Ward had increased significantly. It was pointed out that this is probably due to the fact that offenders are now being caught.

The crime statistics were noted by Members.

CC642/09

Correspondence

The Clerk referred those present to the list of relevant correspondence that had been circulated with the Agenda.

One Member commented on the format of the report suggesting that it was not in the format requested. The Clerk pointed out that the Member had been contacted and asked for what information was expected and accordingly the current report contained all the information that had been advised by email earlier in the year. The Clerk and the Member would try to resolve this matter prior to the next meeting.

CC643/09

PART 2 – CONFIDENTIAL BUSINESS

The Chairman asked for a Councillor to propose and another to second the proposal, in order that the meeting progress to a Part 2 – Confidential Business session. It was proposed by Cllr Wynne-Jones and seconded by Cllr Seeley that the meeting continue into a Part 2 session, from which members of the press and public were excluded. The proposal was agreed.

CC643.1/09

Staff Personnel Matters

The Chairman introduced the matter by explaining that he and the Clerk had met with a Human Resources Consultant to discuss the idea of the Consultant undertaking an independent review of the staff's job descriptions and gradings. A general discussion followed when Members agreed in principle that this seemed a good idea but more detail should be presented to Members and to the brief the Consultant would have. It was agreed that the matter would be further discussed at another meeting when a background paper would be available for Members to scrutinise in advance of the meeting.

CC643.2/09

Police Community Support Officers (PCSO) Hours

The Chairman introduced the matter and advised that a request had been received from Hertfordshire Police Constabulary about reviewing the PCSO's roster. Members discussed the matter and considered that this was an operational matter for the Police to address providing that Croxley Green continues to receive the level of PCSO support currently given. The Clerk was asked to advise the Police accordingly.

CC643.3/09

External Contract Work

The Chairman advised that the Parish Council had been invited to undertake some third party works and that a number of test runs had been carried out. The Chairman continued that these test runs were not at the expense of other existing Council commitments but intended to diversify the works undertaken by the Parish Council. The Chairman continued that this would assist the Parish Council in bringing in external finance to the Council's coffers. The Clerk explained that a detailed quoting system had been set up using commercially viable rates and this was working well.

Members agreed that the proposition to undertake third party works was good particularly since the external income would go towards offsetting the Council's expenditure levels and that the matter should be pursued.

CC644/09

Closure

There being no further business the Chairman closed the meeting at 10.00pm.