



MINUTES OF the 336<sup>th</sup> MONTHLY MEETING OF THE COUNCIL  
 HELD IN THE COUNCIL CHAMBER  
 ON THURSDAY 28 JUNE 2018

- Present: Cllr Saxon in the Chair  
 David Allison – Clerk to the Council  
 Ryan Bennett – Administrative Assistant
- Cllrs Baldwin, Benner, Cole, Collingwood, Gallagher, Hollands, Hobbs, Kaur, Mitchell, Montague, Ridley, Vassiliou, and Wallington.  
 Voting Members: 14  
 Members of the public: 3
- CC1862/18 Apologies for Absence  
 Apologies had been received from Cllrs Bains & Edmunds.
- CC1863/18 Declarations of Interests by Members  
 The Chairman recommended that any declarations be made at the time.
- CC1864/18 Parish Matters  
 A delegate from the Croxley Green History Project gave their thanks to the Council for the help and event space provided to the group at this year's Revels.
- CC1865/18 Representations from the Public  
 No representations were made.
- CC1866/18 Minutes  
**Resolved:**
  - That the Minutes of the 335<sup>th</sup> Monthly Meeting of the Council held on Thursday 26 April 2018 be approved and signed by the Chairman
- CC1867/18 Matters Arising  
 Cllr Ridley asked to make a comment on the Part 2 Confidential Minutes from the Council meeting of April 26. Under Standing Order 9.1.6 it was proposed and agreed by Council that this item – CC1867/18 - be moved to the end of the meeting as to not result in the members of the public being asked to leave the meeting.  
*At this point (20:05), following the decision to move item CC1867/18 to the end of the Agenda, Cllr Ridley left the meeting and took no part in any further discussion.*  
 There were no additional matters arising.
- CC1868/18 Minutes of the Annual Parish Meeting  
**Resolved:**
  - That the Minutes of the Annual Parish Meeting held on Thursday 26 April 2018 be approved and signed by the Chairman.
- CC1869/18 Minutes of the Annual General Meeting  
**Resolved:**
  - That the Minutes of the Annual General Meeting held on Thursday 10 May 2018 be approved and signed by the Chairman.

- CC1870/18 Committee Reports
- CC1870.1/18 Environment and Amenity Committee held on Tuesday 3 April 2018
- Resolved:**
- That the Minutes of the Environment & Amenity Committee meeting held on Tuesday 3 April 2018 be adopted as a report of the meeting.
- CC1870.2/18 Any matters arising
- There were no matters arising.
- CC1870.3/18 Planning and Development Committee held on Thursday 3 and 17 May 2018.
- Resolved:**
- That the Minutes of the Planning and Development Committee meetings held on Thursday 3 and 17 May 2018 be adopted as report of the meeting.
- CC1870.4/18 Any matters arising
- There were no matters arising.
- CC1870.5/18 Finance and Administration Committee held on Thursday 10 May 2018
- Resolved:**
- That the Minutes of the Finance & Administration Committee of Thursday 10 May 2018 be adopted as a report of the meeting.
- CC1870.6/18 Any matters arising
- There were no matters arising.
- CC1871/18 Internal Audit Report (Final) for the year ending 31 March 2018
- The Clerk drew member's attention to the Internal Audit Report which had been circulated with the Agenda. He commented to members that there was only one recommendation from the auditor, that he and the auditor had discussed, which stated that the Council's Standing Orders and Financial Regulations should be updated without further delay. The Clerk informed Cllrs that a working party had been set up to look at the internal workings of the Council, which had delayed his renewal of the Standing Orders & Financial Regulations. He noted that the working party had brought no recommendations forward. The Clerk informed Cllrs that he had a copy of the latest model Standing Orders structure from NALC and that he would be making the necessary changes in the near future. The Cllrs thanked the Clerk for another successful audit.
- Resolved:**
- That the Internal Audit Report is noted.
  - That the Clerk updates the Council's Standing Orders and Finance Regulations which will then be brought back to Council for ratification & adoption.
- CC1872/18 Parish Matters
- The Chairman opened the item and asked Cllrs for their views. There was agreement amongst Cllrs that the inclusion of Parish Matters had not become a burden on the Council meetings and that Council had become aware of many local initiatives through the item which they may not have otherwise. There was unanimous agreement that it should continue.

**Resolved:**

- That Parish Matters is added onto the Agenda for the monthly meeting of the Council indefinitely.

CC1873/18

All Saints Church Grant Application for £7,000 for Memorial Glass Doors

The Chairman opened the item and drew member's attention to the recommendation from the F&A committee that the grant be awarded. The Chairman commented that there was still no response from the Ministry of Housing, Communities & Local Government, whom the Council had previously written to asking for legal advice on the matter. A Cllr asked whether the Council would be responsible for any future maintenance of the door. The Chairman advised that the Memorial Glass Door Committee would be responsible for all maintenance. A Cllr commented that they had visited the site in which the door would be placed and commented that it would be invisible to see whilst passing the church, would only benefit those who attended the church, and as such saw the awarding of the grant as a poor use of public funds. The Vice-Chairman commented that there had been advice given from the Clerk that he felt that the Council may be committing an unlawful act in the awarding of the funds. He felt having read the legislation that the Council could award the grant under section 137.

The Clerk spoke that in his role as Proper Officer of the Council he must advise the Council against the awarding of the grant as, in his view and given the legal advice available at this time that awarding the grant may be 'ultra vires' and accordingly unlawful. He added that the Council would also be failing in their obligation to him as his employer as they would be requiring him to put a potentially unlawful entry into the Council accounts. The Clerk's concerns were noted by the Councillors.

A Cllr spoke that Three Rivers District Council had committed funds for the project and as such they saw no reason as to why Croxley Green Parish Council shouldn't also. Another Cllr made reference to the Clerk's objections but noted that any risk the Council would take on would be extremely low.

A Cllr requested that a recorded vote was taken on the decision whether to award the grant. The results of the vote were as follows:

**1. That a grant of £7000 is awarded to the All Saints Church WW1 Memorial Glass Door Committee.**

<b>Cllr</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
Baldwin	x		
Benner		x	
Cole		x	
Collingwood		x	
Gallagher	x		
Hobbs	x		
Hollands	x		
Kaur	x		
Mitchell	x		
Montague	x		
Saxon	x		
Vassiliou	x		
Wallington		x	

**Resolved:**

- That a grant of £7000 is awarded to the All Saints Church WW1 Memorial Glass Door Committee.

*[Post Meeting Note: The Council has now received advice from the Ministry of Housing, Communities and Local Government that, in their view, Croxley Green Parish Council would not be committing an unlawful act in the awarding of the grant under LGA 1972 s.137].*

CC1874/18 General Data Protection Regulations

The Clerk updated members on the work he had undertaken to bring the Council up to date with the new GDPR regulations. He made members aware that a meeting had been scheduled with the DPO Centre in August. The Council thanked the Clerk for the work he had carried out.

CC1875/18 Parish Council Charities 2018-19

The Chairman opened the item and asked Cllrs for their suggestions for the charities which the Parish Council will support in 2018/19. Two suggestions were given; the Alzheimer's Society & Home Start. It was also noted by Cllrs that the funds raised from the Dog Show should, as in 2017, should go to an animal related charity. It was suggested that the Dog's Trust be chosen as a suitable charity.

**Resolved:**

- That the Parish Council's chosen charities for 2018/19 will be Home Start Watford and Three Rivers & the Alzheimer's Society.
- That the Dog's Trust will be the official charity of the 2018 Dog Show.

CC1876/18 Working Parties

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk commented that the Council currently has 7 working parties.

**Land Transfer:** Cllr Mitchell updated members with the progress the working party had made over the past year. He reiterated that it was still very much the intention of the Council to transfer land from Three Rivers District Council. He added that the working party had met on three occasions over the past year and another meeting was scheduled on July 24.

**Council Workings:** The Clerk commented that this working party had not met over the past year and no recommendations had been brought to his attention regarding how Standing Orders may be best updated, or otherwise. The Clerk added that he will now be updating the Standing Orders as per the recommendation from the internal auditor.

**Neighbourhood Plan:** Cllr Mitchell informed members that TRDC have recently put out the Neighbourhood Plan and associated documents out for a final 6 weeks of consultation. After this period, and if no serious objections have been received, CGPC can look to advance with the project to a possible referendum.

**Renewal of Council Building:** Cllr Saxon commented that this working party was yet to hold its first meeting.

**Youth Project:** Cllr Vassiliou informed members that the working party had had their first meeting and were looking into ways into how to best provide for the youth of Croxley Green.

**Community Infrastructure Levy:** Cllr Mitchell updated members that the working party had met once since being formed and had drawn up a list of possible options on how to spend the CIL funds. He added that he had given a presentation at the Annual Parish Meeting to inform residents of the Council's intentions. Another meeting will be held in the near future and a consultation will soon be launched on the Parish Council website.

**Strategic Business Plan:** Cllr Cole explained that the working party had met several times throughout the year and the outcome of the working party was the production and publication of the Council's first ever Annual Report.

**Resolved:**

- That the composition of the working parties for 2018/19 are as follows:
  1. **Land Transfer:** Cllrs Cole, Edmunds, Mitchell & Vassiliou.
  2. **Council Workings Party:** Cllrs Gallagher, Kaur & Mitchell.
  3. **Neighbourhood Plan:** Cllrs Gallagher & Mitchell.
  4. **Strategic Business Plan:** Cllrs Benner, Cole & Gallagher,
  5. **Community Infrastructure Levy:** Cllrs Benner, Cole, Gallagher, Hobbs & Mitchell,
  6. **Youth Project:** Cllrs Gallagher, Hollands & Vassiliou.
  7. **Renewal of Council Building:** Cllrs Gallagher, Hobbs & Montague.
- That a new working party is created looking into the organisation and delivery of the Council's Christmas Market and that Cllrs Benner & Mitchell become members of the Christmas Market working party.

CC1877/18 Citizens Advice Bureau

The Clerk informed members that no residents have made use of the Citizens Advice Bureau service in Croxley Green since it was re-located from the Library to the Council Office.

CC1878/18 Annual Report – Preparations for 2018 - 2019

The Vice-Chairman drew member's attention to the supporting paper which had been supplied with the Agenda. There were specific notes given that to improve upon last year's Annual Report, reports from Council events should be written up promptly post-event as to help with article collation and to reduce workload toward the end of the financial year.

**Resolved:**

- That the Council notes the recommendations for the preparation of the Annual Report 2018-19 as outlined in the supporting paper which was circulated with the Agenda.

CC1879/18 Election Planning for 2019

The Chairman opened the item and iterated to Councillors the importance of getting residents to stand in the election in 2019. There was discussion amongst members about the best way to encourage residents to stand and to make sure that there were more candidates than positions available.

After a discussion it was agreed that the best way to move forward with the project would be to establish a dedicated working party.

**Resolved:**

- That a working party is created to look into how best to plan for the election in 2019 and that Cllrs Benner, Cole, Gallagher & Kaur become members of the 2019 Election Planning working party.
- That the Council develops a programme to advertise the forthcoming elections, to encourage greater participation in the work of the Council.

CC1880/18 Closure

There being no further business the Chairman closed the meeting at 21:46