

Tel: 01923 710250
 Fax: 01923 896425
 info@croxleygreen-pc.gov.uk
 www.croxleygreen-pc.gov.uk



Community Way
 Croxley Green
 Rickmansworth
 Hertfordshire WD3 3SU

MINUTES OF the 340th MONTHLY MEETING OF THE COUNCIL
 HELD IN THE COUNCIL CHAMBER
 ON THURSDAY 29 NOVEMBER 2018

Present: Cllr Saxon in the Chair David Allison – Clerk to the Council
 Ryan Bennett – Administrative Assistant

Cllrs Baldwin, Benner, Birch, Cole, Collingwood, Gallagher, Mitchell, Montague, Ridley & Wallington.

Voting Members: 11

Members of the public: 3

The Chairman opened the meeting and welcomed Cllr Birch to his first meeting of Croxley Green Parish Council.

CC1923/18 Apologies for Absence

Apologies had been received from Cllrs Bains, Hobbs, Hollands, Kaur & Vassiliou.

CC1924/18 Declarations of Interests by Members

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

CC1925/18 Parish Matters

A spokesperson from the Resident's Association & History Project thanked the Parish Council for helping to bring the community together for the Croxley Green Armistice commemorations. They also mentioned the wider activities of the History Project and that their work had been featured in many nationwide magazine publications, a GCSE History textbook and at the Spy Museum in Washington DC.

CC1926/18 Representations from the Public

CC1930/18 – A representative from the Croxley Green Home & Produce show gave a background to Cllrs regarding the history of the show, how it had grown rapidly in recent years and how they saw it moving forward. They thanked the Parish Council for the financial help provided to the group over the last few years and explained that the money they sought, by way of an annual bursary, would keep the show going for the foreseeable future.

[Under Standing Order 9.1.24 the meeting was adjourned at 20:10 & re-opened at 20:13 to allow Members to ask questions to the Home & Produce Show representative.]

CC1933/18 & CC1934/18 - A representative from the Croxley Green Resident's Association updated Members on the steps the group was taking in resisting the TRDC Site Allocation document and the proposed parking measures for Croxley Green.

CC11927/18 Minutes

Resolved:

- That the Minutes of the 339th Monthly Meeting of the Council held on Thursday 25 October 2018 be approved and signed by the Chairman

CC1928/18 Matters Arising

Cllr Benner gave a short report on the Women's Self Defence class that she had organised at the Community Centre on November 17. She informed Members that a

more detailed report will be brought to Council at the next meeting in December.

A Cllr asked if there was any update regarding the progress of the Beautification Project. The Clerk informed them that the company supplying the planters had been informed of the decrease in the number of planters required and that the Parish Council was still awaiting permissions being granted from Herts Highways for the installation.

CC1929/18

Committee Reports

CC1929.1/18 Environment and Amenity Committee held on Tuesday 2 October 2018

Resolved:

- That the Minutes of the Environment & Amenity Committee meeting held on Tuesday 2 October 2018 be adopted as a report of the meeting.

CC1929.2/18 Any matters arising

There were no matters arising.

CC1929.3/18 Planning and Development Committee held on Thursday 4 October and to note that the meeting scheduled for 18 October 2018 was cancelled.

Resolved:

- That the Minutes of the Planning and Development Committee meeting held on Thursday 4 October 2018 be adopted as report of the meeting.

CC1929.4/18 Any matters arising

There were no matters arising.

CC1929.5/18 Finance and Administration Committee held on Thursday 11 October 2018

Resolved:

- That the Minutes of the Finance & Administration Committee of Thursday 11 October 2018 be adopted as a report of the meeting & noted that the meeting of October 18 was cancelled.

CC1929.6/18 Any matters arising

A Cllr asked for an update regarding the funding provided to the Croxley Green Society. The Clerk informed Members that he had been in contact with the group and was in the process of setting up a meeting.

CC1930/18

Croxley Annual Home & Produce Show

The Chairman opened the item and asked the Clerk to elaborate. The Clerk informed Members that the Home & Produce show were not seeking a grant but instead an annual bursary. As such, the show would, in essence, become a Parish Council event and be wholly sponsored by the Council. If the Council agreed to supplying the bursary allocation would be made in the Budget for the event as is made for other Council events such as the Dog Show & Easter Egg Hunt.

A Cllr suggested that the annual bursary should be no more than £1500 as the figures supplied with the agenda indicate that this amount would be sufficient to run the show. It was suggested that the bursary amount be reviewed each year between the show organisers and the Parish Council.

Resolved:

- That the Parish Council supplies the Home & Produce Show with an annual bursary, initially of £1500, with the amount to be reviewed each year.
- That the Council provides the show with a one off payment of £1600 for the procurement of new tables for the show.

CC1931/18

S137 Grant Application from Harvey Road School

[Cllr Ridley declared an interest in this item]

The Chairman opened the item and asked Members for their views. A Cllr said they were supportive of the application and that it would supplement the work of the Pre-School allotment project which aims to get the younger generation involved in nature based projects.

A Cllr spoke that if the Grant is awarded then the Council must be made aware of exactly how the School will advertise that funding for the project was awarded by the Council.

It was noted that the Council should ask the School for pictures which could be used for the 2018/19 Annual Report.

It was suggested that Councillors could attend the bulb planting.

Resolved:

- That a grant of £170 be awarded to Harvey Road School for the purchase of flower bulbs.

CC1932/18

Cassiobridge Play Area

The Chairman opened the item and asked the Clerk to elaborate. The Clerk explained that TRDC had written to him to ask if Council would be willing to input funds for the redevelopment of the Cassiobridge play area. The Clerk made Members aware that there was currently £12,000 in earmarked reserves for the development of play areas and that TRDC said that they would make sure the Parish Council's logo appears on the play area signage and include the Parish Council on any marketing undertaken for the promotion of the area. They would also ensure that the Parish Council are consulted on the design and involved during the progression of the project.

A Cllr indicated that they felt this would be a good use of Council funds and that more needed to be done to provide for the younger generations in Croxley Green.

A Cllr raised concerns over the location of the playground and that they felt unsafe when crossing the busy main roads to access the play area with young children and that the close proximity to the main road was slightly disconcerting.

A Cllr made reference that the close proximity to the main road would have a detrimental impact on the air quality in the playground.

It was noted that no information had been provided to the Council about how well used the playground is and no feedback gained from those who use it.

Resolved

- That the Clerk writes a letter to TRDC informing them that the Council is potentially supportive of supplying funds to the project in the future.
- Clerk requests that Cllrs from the E&A committee are included on the project.

CC1933/18

TRDC Proposed Car Parking Scheme for Croxley Green

The Chairman asked Members for their views on the proposed car parking scheme for Croxley Green.

A Member spoke that they felt the Council should oppose all parking measures except for those which were necessary for road safety and transport management.

A Cllr said that TRDC had not properly addressed the parking problems in Croxley Green which needed looking into in more detail.

A Cllr spoke about the frustration that was felt by many residents in the village which had been shown at the Local Area Forum on November 17.

There was general consensus amongst Members that the car parking proposals and consultation had been very badly handled by TRDC.

Resolved

- Clerk sends a letter to TRDC outlining the Council's concerns and objections to the proposed car parking scheme.

CC1934/18

TRDC Local Plan Site Allocation Consultation

The Clerk informed Members that the Local Plan Site Allocation Consultation had been discussed by the P&D committee at their meeting of November 15. The committee had instructed the Clerk to form a written response to TRDC regarding the consultation and that this response will be discussed again by the committee at their next meeting on December 6.

CC1935/18

Budgets 2019-20

The Clerk drew Members to the draft Budget Schedule supplied with the Agenda. He reminded Members that any new Budget papers would need to be submitted to him by the end of November.

CC1936/18

Clerk's Retirement

The Clerk gave a verbal update to Members regarding his decision to take retirement in 2019. He informed Members that his last working day will be Friday June 28 – see attached.

CC1937/18

[This item was included under Standing Order 9.1.14]

Appointment of Committee Members

Council noted that Cllr Birch will join the P&D committee and Cllr Wallington will be moving to the E&A committee, under Standing Order 9.1.10.

CC1938/18

Closure

There being no further business the Chairman closed the meeting at 9:23pm

Statement for Council:

Members will be aware by way of issue of the Agenda for the HR & Compliance Committee that the Committee held a meeting on the 9 November. The meeting was principally precipitated to review the Terms of Reference of the Committee in a similar vein to the reviews of other committees given the Council's decision to review its '*workings and operations*' to revise Standing Orders. On the agenda was to consider recruitment of a new Clerk.

Councillors.... At the Committee meeting I gave notice to this Council of my retirement and I have briefed my staff the following morning accordingly with approximate timing. This Statement to the Council can be considered as my Notice of Resignation for retirement.

Whilst my current contract requires me to give you one week notice, the legal minimum given my length of service, I care for Croxley Green & this Council and I therefore do not wish to let either down with a one week notice.

Accordingly, **please accept this statement as my formal notice of resignation for retirement** and my last working day will be Friday 28 June (at 1pm).

At the HR & Compliance meeting I discussed the timing of my retirement with Members and these the key dates are:

- January 2019 – there will be an advert for a new Clerk. The advert will probably run for 3-4 weeks. Financial provision for advert (£2,000) is included within the current budget ;
- February/March 2019 – interviews will take place;
- April/May 2019 – appointment of a new Clerk. (A new Clerk may have to give notice from existing job);
- May/June 2019 – a two month cross over from me to the new Clerk depending on any notice required from the successful applicant. Financial provision is within the current budget for such a crossover. Provision will be built into the 2019/20 to ensure funds are available from previous general reserves without affecting the Precept.

The staff annual leave entitlements start on 1 April each so between 1 April to 28 June I will be entitled to 6 days annual leave plus any untaken leave from the current year and it will be my intention to take those days leave.

The HAPTC have issued some training dates for 2019 which includes training for new Clerks. Accordingly in anticipation of a new Clerk, I have therefore booked Tuesday 14 May 2019 (Day 1 Clerk Training) and Tuesday 21 May 2019 (Day 2 Clerk Training).



David Allison
Clerk and Responsible Finance Officer to the Council
29 November 2018