

## CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 234<sup>th</sup> MONTHLY MEETING OF THE COUNCIL  
HELD IN THE COUNCIL CHAMBER  
ON THURSDAY 27 MARCH 2008 AT 8.00pm

Present: Cllr Norman in the Chair  
David Allison - Clerk  
Amanda Taft – Minute Taker

Cllrs Bains, Bennett, Birch, Brand, Dann, Hollands, C Jefford, Martin, Saxon, Seeley, Vassiliou and Wynne-Jones

Voting Members 13

There were 4 members of the public present

CC510/08 Apologies for Absence

Apologies for absence were received from Cllrs Brading, Seabourne and Shafe.

CC511/08 Declarations of Interest by Members

The Chairman recommended that any declarations be made throughout the meeting as necessary.

CC512/08 Representations from the Public

Representations were made by one member of the public regarding the decking currently being installed at the Artichoke Public House on the Green. The member of the public wanted to know why this work was permitted, when the Guild of Sport were not allowed to tarmac the entrance from the Green to their site. The Chairman stated that this issue was presently being monitored and dealt with by Three Rivers District Council (TRDC).

The member of the public also stated that he was not happy with the letter he had received from the Clerk in response to representations he had made at the Council meeting held 25/10/2007 (CC454/07 refers). These representations concerned the hedge cutting of a house on the corner of Barton Way and New Road, and it was asked why this was done and who was funding this service. A copy of the Clerk's response had been previously circulated to Councillors. The Clerk stated that he would look into the matter in greater depth.

CC513/08 Minutes

It was proposed by Cllr Seeley and seconded by Cllr Jefford that the Minutes of the 233<sup>rd</sup> Monthly Meeting of the Council held on Thursday 28 February 2008 be accepted. The proposal was agreed and the Chairman signed the Minutes.

CC514/08 Matters Arising

CC502/08 (Matters Arising; Council). The Clerk wished to emphasize that Standing Order 36(e) does not stipulate the number of people who can speak about the same subject but it does stipulate that the time be restricted to a maximum time of three minutes per person up to a maximum total time of ten minutes i.e. 3 x 3mins approximately. The Clerk continued, however, that the Standing Order also provides for the Chairman's discretion in such matters which was used on this occasion.

CC503.4/08 (Matters Arising; Planning and Development). The Clerk was asked if any further progress had been made regarding the Puffin Crossing, Watford Road to which the Clerk replied that he still had not heard back from Hertfordshire Highways. The Chairman recommended that pressure to respond is placed upon Highways.

- CC515/08 Committee Reports
- CC515.1/08 Environment and Amenity Committee held on Tuesday 4 March 2008  
 Cllr Vassiliou declared that the Environment and Amenity Minutes showed him as being "Not Present" when he had in fact given his apologies at the previous meeting. It was proposed by Cllr Seeley and seconded by Cllr Hollands that the amended Minutes of the Environment and Amenity Committee held on Tuesday 4 March 2008 be adopted. The proposal was agreed.
- CC515.2/08 Any matters arising  
 EA493/08 (Matters Arising). The Clerk was asked whether he had set up a meeting with Alison Phin, Leisure Development Manager at TRDC and the Parish Council's Working Party for Play Areas to which he replied that he had not. He added that this project is in the 2008/09 year and will be ongoing throughout the next financial year.
- CC515.3/08 Planning and Development Committee held on Wednesday 5 March and Wednesday 19 March 2008  
 It was proposed by Cllr Bains and seconded by Cllr Wynne-Jones that the Minutes of the Planning and Development Committee held on Wednesday 5 March and Wednesday 19 March 2008 be adopted. The proposal was agreed.
- CC515.4/08 Any matters arising  
 PD791/08 (Cycling England). The Clerk advised Members that an email from Peter Kerr of 26 March stated that TRDC had decided to call their bid 'South West Herts Cycle Demonstration Town Bid'.  
 PD792/08 (Street Trees). The Clerk was asked if the letter had been sent to TRDC or Hertfordshire County Council yet to which he responded that he had not.
- CC515.5/08 Finance and Administration Committee held on Thursday 13 March 2008  
 It was proposed by Cllr Seeley and seconded by Cllr Bains that the Minutes of the Finance and Administration Committee held on Thursday 13 March 2008 be adopted. The proposal was agreed.
- CC515.6/08 Any matters arising  
 Cllr Vassiliou asked why he had been recorded as being 'In Attendance' rather than Present and the Clerk explained that this was because he was not on the Finance and Administration Committee.
- CC516/08 Asset Replacement Policy  
 This item was introduced by the Chairman. The Clerk was asked if he had obtained a second opinion for the value of the Land Rover to which he answered no, but he added that this would happen automatically as part of the process of purchasing a new vehicle or through part-exchange. The Clerk referred Members to the paper previously discussed at the Finance and Administration meeting of 13 March 2008. It was acknowledged that this item should be discussed in two parts; the Asset Replacement Policy and the replacement of the Land Rover.  
 Asset Replacement Policy: It was felt by Members that this was not an actual policy as there were no definitions of how values would be obtained or any expectations of asset life. The Clerk stated that the Parish Council would rely on external advice regarding the value of assets and their replacements and he read out the third paragraph of the paper:  
 "However, a detailed asset replacement plan will be prepared with external input to assess asset life expectancies and a replacement programme prepared accordingly."  
 Nevertheless, Members still felt that they would want a much clearer, more detailed

policy. An Asset Replacement Policy had been drafted by one Councillor and it was agreed that this would be circulated to all Councillors for their perusal. After some further discussion, Cllr Bennett proposed that the Council adopts in principle, an Asset Replacement Policy and this was seconded by Cllr Saxon and the proposal was agreed. This item will be discussed at the next Finance and Administration meeting to be held 10 April 2008.

Replacement of the Land Rover: The Chairman introduced this item and informed Members that the Land Rover would be taken off the road due to the work needed for it to comply with Health and Safety legislation. The Clerk added that he had started information gathering and is considering 5 different vehicles and advised that there was £38,780 in the Asset Renewal account. The Clerk stated that the Land Rover is not fit for the purpose of the duties it is expected to perform. After some more discussion, Cllr Saxon proposed that the Clerk makes the necessary purchase in principle and this was seconded by Cllr Wynne-Jones and the proposal was agreed.

A discussion ensued in regard to obtaining estimates in accordance with usual procedures and that these would be brought back to Council as soon as possible and at a special meeting as necessary. Members were reminded that the agenda item was to ratify the recommendation from the Finance and Administration Committee and that this matter needs to be resolved first, namely that the Council replaces the Land Rover immediately. The Clerk clarified that the immediacy of the proposal would take into account the usual acquisition procedures discussed earlier. Cllr Bennett then proposed that Council does not ratify the proposal as it stands and this was seconded by Cllr Dann and the proposal was agreed. Cllr Bennett then proposed that the Clerk obtains three or more quotes for a suitable replacement vehicle and that these quotes are brought to a special meeting and this was seconded by Cllr Brand and the proposal was agreed.

The Parish Council Land Rover will be taken off the road forthwith.

CC517/08

#### Parish Council Website

This item was introduced by the Chairman and the Clerk referred Members to the supporting paper which had been circulated with the Agenda. The Clerk highlighted that Inco Software Solutions have confirmed that they will develop the Parish Council's website at a revised cost of £3,995 + £500 (year one hosting) and this includes full training. Cllr Hollands proposed that this quotation is accepted and this was seconded by Cllr Bennett and the proposal was agreed. The Clerk added that he would contact Inco software tomorrow and that it should take 4-8 weeks for the website to be a live site.

CC518/08

#### Village of the Year Competition

This item was introduced by the Chairman and the Clerk reminded Members to submit their version of the questionnaire as none had been received back to date. The entry for the competition needs to be posted around 24 April to ensure it meets the deadline. The Chairman added that all the collected information needs to be put together and Cllr Wynne-Jones had been nominated to help with this. Cllrs Vassiliou, Martin and Bennett together with Cllrs Norman and Wynne-Jones agreed to form part of this Mini-Steering Group. It was asked if the questionnaire could be re-circulated by email and a meeting will be arranged to which all Councillors are invited to attend.

*[Post meeting note: A meeting has been arranged for 8 April 2008 at 11am to discuss possible answers for the entry form. The questionnaire has been emailed to Councillors with email facilities and a hard copy will be given to those without email facilities.]*

CC519/08

Correspondence

The Chairman introduced this item and the Clerk referred Members to the supplement of relevant correspondence and explained that this list was a summary and not necessarily inclusive. The Clerk briefly elaborated on some of the correspondence. The correspondence about Parish Councils having access to TRDC's intranet was queried and the Clerk confirmed that this was at Officer Level.

CC520/08

PART 2

The Chairman asked for a Councillor to propose and another to second the proposal, in order that the meeting progress to a Part 2 session. At 9.07pm, it was proposed by Cllr Seeley and seconded by Cllr Wynne-Jones that the meeting continue into a Part 2 session, from which members of the press and public were excluded. Members of the press and public were requested to leave the Council Chamber. A brief interval was permitted and the meeting re-convened at 9.13pm.

CC520.1/08

The Clerk referred Members to the supporting papers which had been circulated with the agenda and emphasized that the said papers were marked 'Strictly Private & Confidential' as the matter under discussion was in relation to the detail of staff salaries excluding the Clerk's.

A number of proposals had been put forward and following a full discussion it was agreed that from 1 April 2008:

1. the Administrative Assistant's pay be increased;
2. the Assistant Ranger's pay be increased;
3. the 'Assistant Ranger' be re-titled 'Ranger' (with immediate effect);
4. the Senior Ranger's pay remains the same.

It was emphasised that the pay arrangements would be exclusive of any cost of living increase that would be forthcoming from the recommendations of the NJC for the year 2008/09 which would be applied on satisfactory job performance.

CC521/08

Closure

There being no further business the Chairman closed the meeting at 9.53pm.