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Community Way
Croxley Green
Rickmansworth
Hertfordshire WD3 3SU

MINUTES OF the 354th MONTHLY MEETING OF THE COUNCIL
HELD Online using ZOOM secure video conference
ON THURSDAY 26 NOVEMBER 2020

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

Cllrs Benner, Birch, Cole, Crabtree, Jacob, Mitchell, Montague, Taylor, Tobin,
Vassiliou, Walker and Wallington

Voting Members: 13

Members of the Public: 1

CC2137/20 Apologies for Absence

Apologies were received from Cllrs Hughes, Kyriakou and Yeung.

CC2138/20 Declarations of Interests by Members

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

CC2139/20 Parish Matters

The Census 21 Engagement Manager for Dacorum and Three Rivers spoke about plans for the census in 2021. The 2021 census will be a digital first campaign with completion online, but paper copies will be available if requested. Residents who may require help to complete the census will be given support by the engagement team. The Parish Council can support Census 21 by sharing their materials on its social media platforms.

[In accordance with Standing Order 13.1.15 the meeting was suspended between 20:15-20:19]

The Clerk read out an email from a member of the public who asked if Christmas decorations (eg Ribbon Bows) could be put on lamp posts in New Road and The Green to lift spirits in the village. The email also asked if the LEE Committee could investigate arranging for the lamp posts to be repainted.

CC2140/20 Representations from the Public

No representations were made.

CC2141/20 Minutes

The Minutes up for review were the Minutes of the 353rd Monthly Meeting of the Council held on 24 September 2020.

Resolved:

- That the Minutes of the 353rd Monthly Meeting of the Council held on 24 September 2020 be approved and signed by the Chairman.

CC2142/20 Matters Arising

There were no matters arising.

CC2143/20 Committee Reports

CC2143.1/20 Planning and Development Committee held on Thursday 3 and Tuesday 15 September, Thursday 1, Tuesday 13 and Thursday 22 October 2020

Resolved:

- That the Minutes of the Planning and Development Committee meeting held on Thursday 3 and Tuesday 15 September, Thursday 1, Tuesday 13 and Thursday 22 October 2020 be adopted as a report of the meeting.

CC2143.2/20 Any matters arising

There were no matters arising.

CC2143.3/20 Leisure, Events & Environment Committee held on Tuesday 1 September 2020

Resolved:

- That the Minutes of the Leisure, Events & Environment Committee meeting held on Tuesday 1 September 2020 be adopted as a report of the meeting.

CC2143.4/20 Any matters arising

A councillor asked if there was a plan to re-present the paper on the Grounds Maintenance Apprentice. The Clerk confirmed that there was no further information to report.

Cllr Benner informed Members that the Festive Karaoke event had been booked for 12 December 2020.

CC2143.5/20 Finance and Administration Committee held on Thursday 17 September 2020

Resolved:

- That the Minutes of the Finance & Administration Committee of Thursday 17 September 2020 be adopted as a report of the meeting.

CC2143.6/20 Any matters arising

A councillor asked if Croxley Green and Chorleywood First Responders had contacted the office to re-present their grant application. The Clerk confirmed that there was no further information to report.

CC2144/20 Clerk's Report

The Clerk provided a summary of activities undertaken by the Parish Council office and Parish Rangers. See report on Parish Council website.

CC2145/20 Parish Council Risk Assessment Review

The Clerk provided a verbal update on the Risk Assessment. Councillors commended the Clerk for re-inputting the Risks so promptly after receiving a CD-ROM software update.

Members had no other comments regarding the Risk Assessment review.

Resolved:

- That the Risk Assessment is adopted by Council.

CC2146/20 Social Media & Wider Policy Review

The Clerk provided a verbal update on the review of policies and shared with Members the requirement to review documents annually. Cllr Benner requested that the Social Media policy is updated with gender neutral terms.

Resolved:

- That the policy be updated with gender neutral terminology.

CC2147/20 Council Website Replacement – Creation of a Working Group

The Clerk introduced the paper on the creation of a working group to look into the replacement of the Council Website, to ensure that it is compliant with website content accessibility guidelines. The Clerk shared the draft Terms of Reference. Any recommendations will be presented to Council for review and decision. Councillors requested that the number of members in a working group should include 'a minimum of' instead of a definitive number. Cllrs Benner, Montague and Wallington expressed an interest in joining the Working Group.

Resolved:

- That recommendation 2 is amended to include additional text 'a minimum of'.
- That the Council approves the creation of a new working group to investigate the creation of a new Council Website that is compliant with website content accessibility guidelines.
- That the Working Group is comprised of a minimum of 3 members with input from Council staff.
- That the draft terms of reference are adopted.
- That Cllrs Benner, Montague and Wallington become members of the working group.

CC2148/20 Council Office Replacement – Creation of a Working Group

The Clerk introduced the paper on the creation of a working group to look into the replacement of the Council Office. The Clerk shared the draft Terms of Reference. Any recommendations will be presented to Council for review and decision. Members requested that the number of members in a working group should include 'a minimum of' instead of a definitive number. Cllrs Cole, Montague, Tobin, Vassiliou and Wallington expressed an interest in joining the Working Group.

Resolved:

- That Recommendation 2 is amended to include additional text 'a minimum of'.
- That the Council approves the creation of a new working group to investigate the different office replacement options open to the Council.
- That the Working Group is comprised of a minimum of 4 members with input from Council staff.
- That the draft terms of reference are adopted.
- That Cllrs Cole, Montague, Tobin, Vassiliou and Wallington become members of the working group.

CC2149/20 Community Governance

The Chairman introduced the paper on Community Governance (a recommendation from the HR Committee) and asked the Clerk to elaborate. The Clerk referenced information included with the Agenda and shared with Councillors in advance of the meeting. Councillors discussed the value of training and confirmed the principle of ensuring staff are properly trained in order that their skills and knowledge keep pace with new ways of working and boost staff morale.

Resolved

- That the Clerk enrolls on the Community Governance, Certificate of Higher Education (Level 4) course starting in February 2021 at a cost of £6,300 paid over two years.

CC2150/20 Budget 2021/22

The Clerk updated Members on the annual budget proposals for the financial year 1 April 2021 to 31 March 2022 and referred to the Budget Schedule CGPC 2021-22 Budget Draft v1 that had been circulated to all Councillors.

CC2151/20 Closure

There being no further business the Chairman closed the meeting at 9:37pm