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MINUTES OF the 320th MONTHLY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 24 NOVEMBER 2016 at 8.00PM

Present: Cllr Mitchell in the Chair David Allison – Clerk to the Council

Cllr Baldwin, Gallagher, Hobbs, Hollands,
Ridley, Saxon, Vassiliou and Wynne-Jones

Voting Members: 9

Not Present: Cllr Kataria

Members of the Public: 1

CC1662/16 Apologies for Absence

Apologies had been received from Cllrs Bains, Edmunds and Kaur.

CC1663/16 Declarations of Interests by Members

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

CC1664/16 Representations from the Public

There were no representations from the public.

CC1665/16 Minutes

Resolved:

- That the Minutes of the 319th Monthly Meeting of the Council held on Thursday 27 October 2016 be approved and signed by the Chairman

CC1666/16 Matters Arising

CC1645.3/16 Committee Reports, Planning and Development. The Clerk commented that at the previous Council meeting a Cllr had pointed out that the Minutes of the Planning and Development Committee for Wednesday 7 and 21 September had not been included on the Agenda. The Clerk advised that the reason that these Minutes had not been included on the Agenda was because the Minutes had not been signed off by the Committee.

CC1646/16 Casual Vacancies. A Cllr asked what the current position was regarding the Casual Vacancies. The Clerk advised that he had sent an email to all Cllrs advising that the Returning Officer at TRDC had not received a request by 10 residents to hold a by-election so the Council may fill the vacancies by co-option. The Clerk added that a formal notice will be issued on Monday 28 November inviting residents to apply.

CC1651/16 Illegal Occupation of Council Land. A Cllr asked what the current position was regarding this matter. The Clerk advised he would be liaising with his colleagues in the other TRDC Parishes to progress the matter.

CC1667/16 Committee Reports

CC1667.1/16 Environment and Amenity Committee held on 4 October 2016

Resolved:

- That the Minutes of the Environment and Amenity Committee held on Tuesday 4 October 2016 be adopted as a report of the

meeting.

CC1667.2/16 Any matters arising

There were no matters arising.

CC1667.3/16 Planning and Development Committee held on Wednesday 19 October 2016

Resolved:

- That the Minutes of the Planning and Development Committee held on Wednesday 19 October 2016 be adopted as report of the meeting.

Any matters arising

There were no matters arising.

CC1667.4/16 Finance and Administration Committee held on Thursday 13 October 2016

Resolved:

- That the minutes of the Finance & Administration Committee of Thursday 13 October 2016 be adopted as a report of the meeting.

CC1667.5/16 Any matters arising

A Cllr raised the point that under the FA1196/16 a payment had been made to Cllr Bains in his capacity as owner of Oaklands Computer Services and asked whether a declaration had been made. The Clerk stated that such a declaration was made and apologised that it was not recorded in the Minutes accordingly.

CC1668/16 Parish Council Risk Assessment Review

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk advised that the Risk Assessment was a 72 page document itemising the various risks that the Council may be exposed to and there was a two page Summary of the functions covered. The Clerk continued that a complete review of the risks has been undertaken and reported that there were no risks for which there was not a control factor in place to address that risk.

A Cllr pointed out that on page 16 it stated that disabled access should be provided and suggested that this be changed to 'must be provided'. Also on page 17 regarding security it was suggested that reference to the annual office alarm service be stated. The Clerk agreed with both changes and would amend accordingly.

Resolved:

- That the Risk Assessment be adopted.

CC1669/16 New Dog Bin on Footpath adjacent to Baptist Church, Baldwins Lane

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk advised that he had been approached by the Baptist Church who were requesting that a new dog bin be installed on the footpath from Baldwins Lane to Sherborne Way adjacent to the Church. The Clerk advised that the cost of the bin itself would be approximately £150 and that the ongoing servicing to empty the bin would be £2.20 per collection and that initially the bin would be added to the twice a week collection costing £4.40. The Clerk advised that the bin usage would be monitored and that if the collection cycle can be reduced to once a week this would be enacted.

The installation was agreed but a request was made that the annual cost of dog waste collection which was not available at the meeting be noted in the Minutes.

Resolved:

- That a new dog bin be purchase at a cost of approximately £150 and that the initial collection cycle would be twice a week with discretion to the Clerk to reduce this to once a week if appropriate.

[Post Meeting Note: the total dog waste collection cost for the year ending 31 March 2016 was £13,178.88].

CC1670/16

Appointment of Vice Chairman of the Environment and Amenity Committee

The Chairman introduced the item and stated that following the resignation of the previous Vice Chairman of the Committee on personal grounds there was a vacancy for the Vice Chairmanship.

It was suggested that given there were Councillor vacancies whether this appointment should wait until those vacancies were filled but on balance it was decided that the appointment should be made.

It was noted that Cllr Edmunds had expressed an interest in the Vice Chairmanship and although Cllr Vassiliou had also expressed an interest he withdrew.

Resolved:

- That Cllr Dudley Edmunds be appointed Vice Chairman of the Environment and Amenity Committee.

CC1671/16

Facebook Account, Ranger's Twitter Account and Social Media Policy

The Chairman introduced the item and advised that the Finance and Administration Committee had received a presentation from the Admin Assistant regarding the benefits of Facebook for the Council which had been well received. The Committee had agreed that a Facebook page in addition to the Council's website would be a good idea and also for the Rangers to have their own Twitter account for posting tweets hence the recommendation to Council that these be ratified.

It was pointed out that previously there had been some concern by the Clerk as to the potential time that would be needed to manage and service such accounts. The Clerk point out that the Council's Twitter had been in operation for some time now and had not proved to be too onerous and he would be expecting a similar outcome with a Facebook page. It was suggested that the resourcing matter be reviewed in four months.

Resolved:

- That Council establishes a Facebook page with a review on the impact on staff resources in four months;
- That a Twitter account be established for the Rangers.

The Chairman then introduced the Social Media Policy that had been reviewed at the Finance and Administration Committee. The Policy which is of a generic type is designed to complement the Council's existing Media Relations Policy and focuses Councillor and staff attention on the use of social media sites. This would be particular important given the Council's Resolution to establish a Facebook page.

The Clerk brought to Members attention that at the end of the document there was a heading entitled 'Sanctions'. Subject to Councillors approval of the policy it would

be the intention to add a sentence to the effect that in the event of a breach of the Policy, the matter would be referred to the HR and Compliance Committee to investigate and take appropriate action. In the case of staff this would take the form of the Council's Disciplinary Procedure and in the case of Councillors the Committee would determine the most appropriate action given the circumstances.

Resolved:

- That the Social Media Policy be adopted with the addition of the sanction measures as outlined by the Clerk

CC1672/16 Neighbourhood Plan

The Chairman introduced this item and asked Cllr Gallagher to provide an update. Cllr Gallagher referred to an email dated 17 November which he had circulated to Members in advance of the meeting and proceeded to give a resumé. He stated that there were two other documents that had to be submitted to TRDC with the Plan and Appendices which were a Consultation Statement and a Basic Conditions statement.

In the case of the Consultation Statement this was nearly complete but missed the deadline for submission of papers for this meeting and is hoped to be presented to Council at its meeting in December. As far as the Basic Statement is concerned this still has requires more work to complete and to condense it to make the document succinct.

Members noted the position.

CC1673/16 BT Public Payphone Consultation

The Chairman introduced this item and referred to the supporting paper circulated with the Agenda. The Chairman added that BT were consulting on the potential removal of two public payphones in Croxley Green – one at the junction of New Road and Barton Way and the other at the shops at the western end of Baldwins Lane.

Members had mixed views on the removal of these phones in that although mobile phone use was probably prevalent the BT phone boxes have been used over the last 12 months and the circumstances of use were unknown.

A discussion ensued as to whether the phone box housing could be used for other purposes if the phones were removed.

The Chairman in summarising the position asked Members for a show of hands of those in favour of retaining the phones and those against retaining them. There was a majority in favour of retaining them.

Resolved:

- That the Council object to the removal of the two BT public payphones.

CC1674/16 Progress on Projects

The Chairman introduced the item and asked Members for an update – see attached.

Members noted the position.

CC1675/16 Events and Fundraising

The Chairman introduced the item and asked Members to volunteer to assist in the forthcoming events in particular with crowd control at the Xmas Market, New Year's Eve Firework display and Wassail in January.

A discussion ensued regarding the possibility and practicality of undertaking bucket collections at some of the other Council run events and whether electronic

donations should be available.

The Chairman asked members to let the Clerk know for volunteering and to consider what other fund raising events could be held.

CC1676/16 Budgets 2017/18

The Chairman introduced this item and asked the Clerk to elaborate. The Clerk advised that the current version of the draft budget is version 5 dated 8 November which was circulated with the Agenda. The Clerk added that currently this version includes all proposals received to date from Members and reminded them that the closing date for budget submissions is the end of November.

The Clerk advised that the draft budget shows that the precept would be an approximate £8,000 increase on the current years precept but the budget includes a £10,000 draft budget provision in regard to the possibility of establishing a youth centre in Croxley Green. A discussion ensued about this item as to what such a youth centre would entail in terms of setting up, running, type of activities and mentoring. It was commented that there are other organisations in Croxley Green that provide youth activities and that a detailed business case would need to be undertaken together with establishing from the youth of Croxley Green the type of activities they would like to see.

The Chairman advised that at the next meeting in December following the close of submissions there would be a detailed line by line review of the Budget.

CC1677/16 Closure

There being no further business, the Chairman closed the meeting at 9:40pm.

Projects 2016/17

Bird Boxes (£150)	Cllr Wynne-Jones.	In progress. Rangers will be building about 20 boxes in January.
Canal Partnership (£400)	Cllr Mitchell	There had been no recent canal volunteer days.
Defibrillator (£1,500)	Cllr Hollands	Second defibrillator installed at the Baptist Church in Baldwins Lane. Third defibrillator to be installed shortly at All Saints Church.
Dog Show (£200)	Cllr Edmunds	Completed, raised £327.15
Footpath Maintenance (£1,000)	The Clerk	Steps installed from second Village Green to FP 17 at bottom of Mill Lane. Grant from CMS.
Hazel Seeley Award (£200)	Cllr Saxon	Application form prepared, poster completed, Press Release issued (My Croxley). Closing date Friday 6 January 2017. Posters distributed, on web site.
Local Area Map (£1,000 but £-1,000 ex reserves)		No progress at this time
Market (£300)	Cllr Mitchell	Arrangements in hand for event on Saturday 17 December. Band booked, Temporary Event Notice obtained, advertising boards and banner arranged.
Neighbourhood Plan (£15,000)	Cllr Mitchell	Discussed at meeting.
Poppies on the Green (£250)	Cllr Saxon.	Completed
Pram Race (£500):	Cllr Hobbs	Postponed
Remembrance Day Parade Band (£250)	The Clerk	Completed
Senior Citizens Seaside trip (£1,200)	Cllr Hollands	Completed
Signs along Ebury Way and Towpath (£1,000):	Cllr Bains	Email sent to TRDC on 29 June. No response
Stained Glass Window at All Saints' Church (£5,000)	Cllr Saxon	This would be subject to a Grant application being submitted to Council. No further update at present.
Street Trees (£2,000)	Council	Cllr Drury contacted with names of residents who want trees. Was due to visit office to talk to Clerk but nothing further heard.
Sustainability (£250)	Cllr Mitchell	To be followed up after work on Neighbourhood Plan.
Tree Planting (£2,000)	Cllr Mitchell.	This will be in association with District Cllr Steve Drury for street trees.
Website (£1,000)		Facebook link to be added to site.