

CROXLEY GREEN PARISH COUNCIL

MINUTES OF the 277th MONTHLY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 26 JULY 2012

Present: Cllr Shafe in the Chair
David Allison – Clerk to the Council
Amanda Taft – Administrative Officer

Cllrs Brading, Brand, Edmunds, Isard-Brown, Jordan, Martin, Mitchell, Ridley, Seeley, Vane (left at 9.30pm during item CC1114/12) and Wynne-Jones

Voting Members: 12 reducing to 11

Public: 5

The Chairman proposed that in accordance with Standing Order 9.1.6 the agenda be reordered so that items CC1110/12 (S137 Grant Application from Croxley Green Guild of Sport) and CC1111/12 (S137 Grant Application from All Saints' Church) could be discussed after CC1101/12 (Representations from the Public). The proposal was agreed.

CC1099/12 Apologies for Absence

Apologies had been received from Cllrs Baldwin, Bennett, Dann and Getkahn

CC1100/12 Declarations of Interest by Members

The Chairman recommended that any declarations of interest be made, if necessary, throughout the meeting.

CC1101/12 Representations from the Public

Representations were made by two people in support of their grant applications.

The Treasurer of the Guild of Sport advised that the Guild is self financing, has an increasing membership and youth teams, girls teams and cricket teams are proving to be very popular. Storage space is a huge problem for the Guild and currently the changing rooms are being used for storage. Members were advised that the cheapest option is a container and the Guild had been advised that planning permission was not necessary. The Finance and Administration Committee were thanked for supporting the grant application.

A representative from All Saints' Church stated that All Saints' Church hall was seen as a major asset to the local community and was extensively used by many groups with an average of 700 people per week. It was stated that a survey was carried out in 2009 which identified the top priority as the installation of a new boiler and a complete overhaul of the heating which was carried out in 2010. The second priority was the enlargement and modernisation of the kitchen to solve the current problems of space, safety, hygiene and equipment. The overhaul of the kitchen was priced at just under £30,000 of which £10,000 had been awarded by the Big Lottery Fund, TRDC had given a 4-year interest free loan and £4,000 had been fundraised. The Finance and Administration Committee were thanked for supporting the grant application for a new cooker and a large hot cabinet.

Representations were made by the Treasurer of the Sunnyside Club who wished to thank the Parish Council for choosing them as one of the Parish Council charities for this year. It was added that money raised would help with various outings and the Club appreciated this very much.

Representations were made by the Vice Chairman of Croxley Green Community Club (CGCC). Members were advised that the Chairman of the Association had told them that he had requested and received a report from Community Matters regarding the arrangements between the Parish Council, the Community Club and the Association

and that there were certain recommendations in that report, presumably including information on membership and the agreements between the parties. He added that they had not seen the report content to make any comment. They had requested a meeting with the Association to which the Parish Council would also be invited, to review and discuss the content of the report but they had not received a response. They had also confirmed with Community Matters that they are happy for the Club and the Parish Council to see the report and recommendations but they would need permission from the Association.

CC1110/12

S137 Grant Application from Croxley Green Guild of Sport

Cllr Brand declared an interest in this matter and refrained from the discussion and vote.

The Chairman introduced this item and Members were reminded that there was £1,700 in the budget for S137 Grants and the Clerk had advised that the budget for this item is not exceeded. He added that the recommended minimum Reserves was 50% of the annual expenditure and currently there was a shortfall of £76,976 which will have to be recovered from the precept over time. The Clerk also added that if funds are drawn from Reserves he would have to formally record the fact that it would be against his advice.

A discussion ensued with one Cllr saying that he had been advised by a TRDC Officer that planning permission would be necessary if it was to be a permanent or semi-permanent structure. Members felt that it would be wise to include a condition to the approval of any grant that it be subject to necessary permissions. It was pointed out that we are only in month four of the financial year and other groups may wish to apply for S137 Grants but the Clerk said that grants were on a first-come-first-served basis. Members were in favour of supporting this application although views differed as to what extent. Members felt that both the Guild of Sport and All Saints' Church should be given the same amount.

It was proposed by Cllr Brading and seconded by Cllr Wynne-Jones that we award S137 Grants of £1,000 to both the Guild of Sport and All Saints' Church.

It was counter proposed by Cllr Mitchell and seconded by Cllr Seeley that the sum of £1,700 remaining in the budget for S137 Grants be divided equally so that £850 is awarded to both the Guild of Sport and All Saints' Church.

A recorded vote was requested. Cllrs Brading, Edmunds, Isard-Brown, Mitchell, Martin, Seeley, Shafe voted for the counter proposal. Cllrs Jordan, Ridley, Vane and Wynne-Jones voted against the proposal.

Resolved:

- That an S137 Grant of £850 be given to Croxley Green Guild of Sport subject to them obtaining any necessary permissions.

CC1111/12

S137 Grant Application from All Saints' Church

Resolved:

- That an S137 Grant of £850 be given to All Saints' Church.

CC1102/12

Minutes

Resolved:

- That the Minutes of the 276th monthly meeting of the Council held on Thursday 28 June 2012 be approved and signed by the Chairman.

CC1103/12

Matters Arising

CC1095/12 (Councillor Surgery Update). The Clerk was asked about this matter to which he replied that all slots for future surgeries had now been filled.

- CC1104/12 Committee Reports
- CC1104.1/12 Environment and Amenity Committee held on Tuesday 12 June 2012
- Resolved:**
- That the Minutes of the Environment and Amenity Committee held on Tuesday 12 June 2012 be adopted as a report of the meeting.
- CC1104.2/12 Any matters arising
- EA876/12 (Representations from the Public). The Clerk was asked if we had received a copy of the survey of Stones Orchard undertaken by Mr Hicks to which he replied that we had contacted TRDC but had not received a reply.
- EA878/12 (Matters Arising; EA868/12 Matters Arising; EA860/12 Active Works List). The Clerk was asked if a meeting had been arranged with TRDC regarding them emptying the bins on The Green and in Stones Orchard to which he advised that he had contacted TRDC but had not received a reply.
- EA884/12 (Installation of Posts on the Green). The Clerk was asked if the location for the posts outside Saltram Cottage had been agreed yet and he replied that it was still ongoing. A Cllr advised the Clerk that 2 or 3 old posts had been knocked out and were now lying on the Green.
- CC1104.3/12 Planning and Development Committee held on Wednesday 2 May, 16 May, 20 June and to note that the meeting scheduled for 6 June 2012 was cancelled
- Resolved:**
- That the Minutes of the Planning and Development Committee held on Wednesday 2 May, 16 May and 20 June 2012 be adopted as reports of the meetings.
 - That it be noted that the meeting scheduled for 6 June 2012 was cancelled.
- CC1104.4/12 Any matters arising
- PD1869/12 (Watford Road Car Parking). It was asked if the Planning and Development Committee had written to TRDC to request that a parking permit arrangement be added to the proposals in consultation with the residents and also that the parking restrictions also include the area in New Road where no parking restrictions currently exist. A member of the Committee advised that a letter had been sent to TRDC to which no reply had been received. The Committee were not even aware that the consultation by TRDC had taken place with residents of Watford Road.
- CC1104.5/12 Finance and Administration Committee held 14 June 2012
- Resolved:**
- That the Minutes of the Finance and Administration Committee held on 14 June 2012 be adopted as a report of the meeting.
- CC1104.6/12 Any matters arising
- FA832/12 (Monthly Accounts). A Cllr asked about the purchase of Survey Monkey for the Community Plan. Cllr Jordan replied that the survey was now up and running and about to be tested.

CC1105/12

Code of Conduct for Councillors

The Chairman introduced this matter and the Clerk pointed out the minor amendments. He added that TRDC are holding an Extraordinary Executive Committee meeting on 6 August when the value of gifts, benefits or hospitality would be discussed and the current amount of £100 could be changed. He then commended the Code of Conduct for Councillors to Council.

Resolved:

- That the amended Code of Conduct be accepted;
- That following TRDC's Extraordinary Executive Committee meeting, the Clerk adjusts the amended Code of Conduct if necessary and advises Cllrs of the amount allowed in gifts, benefits or hospitality.

CC1106/12

Change to Standing Orders

The Clerk advised that the new Standing Orders do not require one month's notice of changes. He was asked what HR stood for and he clarified that it stood for Human Resources.

Resolved:

- That the name of the Staffing Committee in Standing Orders be changed to HR and Compliance Committee.

CC1107/12

Annual Accounts 2011/12 – External Audit

The Chairman introduced this matter and advised that the External Auditors report and signed-off Annual Return had not been received and therefore this item would be carried forward to the September meeting.

CC1108/12

Parish Council Risk Assessment Review

The Chairman introduced this item and asked the Clerk to elaborate. He informed Cllrs that the Risk Assessment had not changed substantially but referred members to page 13 of the document (LCRS 5 Risks for Financial Management; Administration/Legal; Failure to comply with Inland Revenue Regulations). The Clerk advised that as the Responsible Finance Officer he was directly responsible for this. However, as the payroll has now been outsourced to Arinso Northgate the responsibility for complying with Inland Revenue regulations was out of his hands. He advised that he does provide detailed documents about salaries, tax, national insurance and pension payments to the Finance and Administration Committee each month.

The Clerk was asked if we have a separate Risk Assessment for events to which he replied that there should be a separate Risk Assessment completed by the Clerk and if an event is not a regular event he would need to do a new one.

Resolved:

- That the Risk Assessment be adopted.

CC1109/12

Parish Council's Internal Audit Review

The Chairman introduced this item and the Clerk advised that the Internal Audit Review was very similar to that of last year and had proved very effective.

Resolved:

- That the Audit Plan be accepted.

CC1110/12 S137 Grant Application from Croxley Green Guild of Sport

This matter was discussed after CC1101/12.

CC1111/12 S137 Grant Application from All Saints' Church

This matter was discussed after CC1101/12.

CC1112/12 Footpath between FP10 and New Road

The Chairman introduced this and the Clerk reminded Members that this matter had been referred from the Environment and Amenity Committee. He advised that he had been asked to check what exactly concrete dust is and the contractor had stated that concrete dust is used for nearly all their footpath and bridleway works for Herts County Council. It is basically recycled concrete which has been put through a grader and broken down into fine 1-6mm granules which having been rolled forms a tight compact layer. It is also know sometimes as 'grit sand'. The contractor added that they would only need to scrape away any mud or soil from the surface of the footpath with a mini digger to reveal the hard standing beneath. They would then apply a 50mm layer of 'concrete dust'. Any arisings would be removed from the surface of the footpath and then removed from site.

The Clerk added that the proposal was that we fund the surfacing of the footpath between Footpath 10 and New Road as it so well used and the same contractor could do it at the same time Footpath 10 is resurfaced. Some Cllrs agreed that at £780 we should fund this in order to improve it for the benefit of residents and it would be a shame to lose this opportunity. The point was also made that this would be a good public relations gain. Another Cllr felt that the surface was perfectly adequate.

Regarding the ownership of the path, the Clerk said that he had not received a formal confirmation and an email from TRDC states it is privately maintained (and not by County) and they are unsure if they are responsible for it. It would appear to be an orphan footpath. A discussion about the ownership ensued as well as the possibility of Three Rivers District Council meeting half of the cost of the works. Cllr Brading offered to consult with the Chief Development Control Officer as to who could cover the cost.

Resolved:

- That Croxley Green Parish Council checks the ownership via Land Registry;
- If it is found to belong to TRDC that the Clerk discusses with them whether costs can be shared and
- Subject to the above points the work is authorised

CC1113/12 Planning Committee Meetings

This matter was introduced by the Chairman who advised that the matter complies with the principles of Standing Orders in respect of a reduced quorum of two Councillors. Members had no comments.

Resolved:

- That the Planning and Development meeting scheduled for Wednesday 1 August is cancelled whilst a review of the number of meetings and Terms of reference of the Committee is undertaken and that any applications requiring comments within the consultation time are delegated to two P&D Members and the Clerk.

CC1114/12 Croxley Rail Link

Cllr Vane left at 9.30pm during this item.

Cllrs Jordan and Mitchell advised that the Public Inquiry into the Rail Link begins on 9 October and runs four days per week for three weeks. They had attended the pre-inquiry which they had found very useful and it had explained the Inquiry process. The second week of the Inquiry is for objections. Mouchel, the consultants, are coming to meet members of the Planning and Development Committee during the first week of August to discuss any concerns and how these may be dealt with. Although the Parish Council do not object to the Rail Link there are concerns about the design brief. Submissions of proof of evidence of under 1,500 words have to be made by 11 September but the Parish Council first has to complete the questionnaire by noon on 10 August 2012.

Cllr Brading advised that we would be formally consulted on the design as these aspects will come under the Town and Country Planning Act. He added that there may also be changes to the road network that had not been anticipated and may need adjustments. He offered to speak to Officers at TRDC about this.

Resolved:

- That the Parish Council delegate evidence for the Inquiry to the Planning and Development Committee.

CC1115/12 Police Community Support Officers' (PCSOs) Report

The Chairman introduced Members to this item and to the PCSO report which had been made available at the meeting (see appendix). The Chairman recommended that Cllrs read the report and if they have any questions they should come to the PCSO Surgery on Wednesday 1 August 2012 from 2pm – 3pm at the Parish Council office.

CC1116/12 Community Centre – Village Hall

The Chairman introduced this item and then the Clerk said that previous Minutes, representations made and the paper from Cllr Mitchell all clearly set out the current situation. It was asked if a copy of the report from Community Matters could be given to Cllrs once it is received. The Clerk was asked why we are getting involved in this matter when it is an internal issue between the Association and the Club.

Resolved:

- That a meeting is set up with the Community Association, the Clerk, Councillors and other parties including the Community Club as appropriate to resolve the matter.

CC1117/12 Budget Update – Carbon Footprint Reduction (Sustainability) and Farmers Market

This matter was introduced by the Chairman who asked Cllr Mitchell to elaborate. Cllr Mitchell advised that he and Cllr Martin will be attending a Sustainability Conference and he would then bring this item to the Planning and Development Committee.

Regarding a pilot Farmers Market in the autumn, he stated that he would like to work with other Cllrs. Cllr Martin volunteered to help him organise this although it was generally felt that it was now too late to organise for the autumn. Cllr Mitchell and Cllr Martin will report back to the Environment and Amenity Committee once they have met to discuss this matter.

CC1118/12 PART 2

Resolved:

- That the meeting proceeds to a confidential, Part 2 discussion.

CC1118.1/12 Staff Salaries

The matter of staff salaries was discussed and resolved.

There being no further business the Chairman closed the meeting at 10.14pm.

Croxley Green Parish Report

This quarter the PCSO's have been continuing to patrol the Croxley green area dealing with a variety of issues. We have been carrying on with our drive for the residents of Croxley to join and sign up with OWL (online watch link) with good results and feedback from members of the community using the service, which we update with any crimes of interest along with crime prevention advice as soon as an incident occurs. Also we have seen a rise in people taking advantage of the cut price smart water of which the police are offering.

We have been conducting house to house enquiries and handing out burglary packs to houses surrounding any victims of burglary. Along with this we continue to be a visual deterrent ensuring at least 80% of our time is spent out on foot patrol in the Croxley Green area.

We have attended various meetings be those official or un-official, such as residents meetings, victims of crime and road safety meetings. One issue we have been dealing with in Croxley is speeding, as discussed in a road safety meeting. At this meeting key areas of speeding were identified and using this knowledge we will now be deploying a traffic monitoring device in these areas along with our continued use of the SID system which monitors a vehicles speed, and if travelling too fast, a letter is sent to owner politely reminding them of the speed limit and letting them know that we will be monitoring this in the future.

Further to these issues we have been setting up traffic operations whereby we have been issuing drivers using mobile phones and not wearing a seatbelt whilst driving both endorsable and non-endorsable fixed penalty notices.

One of our more recent powers, the power to issue parking tickets, has been welcomed by many Croxley Green residents allowing us to deal with any vehicles causing an obstruction, such as cars parked across, and covering the entire pavement etc.

Through speaking with members of the community we have also been able to gain some great intelligence which we have in turn fed back to our respective PC's leading to arrests and closer monitoring of offenders/locations.

Any crimes that come through to us on a daily basis we deal with straight away and whilst I can't divulge any real details of these crimes hopefully you gain some understanding of what we are dealing with by looking at the crime report provided.

Croxley Green

Croxley Green North

Croxley Green

Croxley Green South

	2011-2012	2012-2013	Up-down	2011-2012	2012-2013	Up-down	2011-2012	2012-2013	Up-down
Violent Crime	2	1	-1	5	4	-1	2	6	4
Robbery	0	0	0	2	0	-2	0	0	0
Burglary Dwelling	0	6	6	2	6	4	0	1	1
Burglary Other	1	0	-1	3	0	-3	3	4	1
Theft of a Vehicle	0	0	0	1	3	2	1	0	-1
Theft From a Vehicle	1	3	2	3	7	4	0	1	1
Vehicle Interference	2	0	2	0	0	0	0	0	0
Theft From Person	0	0	0	0	0	0	0	0	0
Theft Other	3	3	0	6	2	-4	10	3	-7
Arson	0	0	0	1	0	-1	0	0	0
Criminal Damage Other	0	1	1	9	4	-5	5	4	-1
Drug Offences	6	1	-5	5	6	1	6	4	-2
Other Offences	3	2	-1	5	3	-2	10	9	-1
Overall Crime	16	17	1	42	35	-7	37	32	-5
ASB Incidents	17	14	-3	27	22	-5	26	18	-8