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MINUTES OF the 319th MONTHLY MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
ON THURSDAY 27 OCTOBER 2016 at 8.00PM

Present: Cllr Mitchell in the Chair
David Allison – Clerk to the Council
Ryan Bennett – Minute Taker

Cllr Bains, Baldwin, Gallagher, Hobbs,
Ridley, Saxon, Vassiliou and Wynne-Jones
Voting Members: 9
Members of the Public: 1

CC1640/16 Apologies for Absence
Apologies had been received from Cllrs Brand, Edmunds, Greenman, Hollands, Kataria, Kaur and Taft

CC1641/16 Declarations of Interests by Members
The Chairman recommended that any declarations be made at the time.

CC1642/16 Representations from the Public
Representations were made from Marion Seneschall from the Citizen's Advice Bureau in relation to item CC1656/16.
Ms Seneschall informed the Council that the Citizens Advice Bureau were aiming to set up a monthly drop in service at Croxley Green library for one year to enable elderly, disabled or vulnerable Croxley Green residents, who are not able to visit Rickmansworth CAB, the opportunity for face-to-face CAB advice locally. The Chairman thanked Marion for her representation and proposed, under standing order 9.1.6, the item be moved up the agenda. The proposal was agreed.

CC1656/16 Grant Application to the Citizens Advice Bureau
The Chairman introduced the item and invited comments from councillors.
Members discussed the application and it gained an extremely positive reaction.
Resolved:

- That the Council awards £785 to the Citizens Advice Bureau.
- That the Citizens Advice Bureau provides the council with figures on how many people are using the service each month.

CC1643/16 Minutes
Resolved:

- That the Minutes of the 318th Monthly Meeting of the Council held on Thursday 29 September 2016 be approved and signed by the Chairman.

CC1644/16 Matters Arising

CC1635/16 All Saints Church Memorial Glass Doors. Through the Chairman, Cllr Wynne-Jones asked Cllr Saxon for an update in regards to the new memorial doors. Cllr Saxon informed Cllr Wynne-Jones that he had nothing to report.

CC1645/16 Committee Reports

CC1645.1/16 Environment and Amenity Committee held on 6 September 2016

Resolved:

- That the Minutes of the Environment and Amenity Committee held on Tuesday 6 September 2016 be adopted as a report of the meeting.

CC1645.2/16 Any matters arising

There were no matters arising.

CC1645.3/16 Planning and Development Committee held on Wednesday 7 September and Wednesday 21 September

Under Standing Order 9.1.13 the following minutes were considered.

Resolved:

- That the Minutes of the Planning and Development Committee held on Wednesday 7 September and Wednesday 21 September be adopted as report of the meeting.

Any matters arising

There were no matters arising.

CC1646.4/16 Finance and Administration Committee held on Thursday July 14 scheduled for 8 September was inquorate and so there are no minutes to consider as a report.

Resolved:

- That the minutes of the Finance & Administration committee of July 14 be adopted as a report of the meeting and to note that the meeting scheduled for September 8 was cancelled for being inquorate.

CC1647.5/16 Any matters arising

There were no matters arising.

CC1646/16 Casual Vacancies

The Chairman introduced this item and asked the Clerk to elaborate.

The Clerk updated members on the process of filling the three casual vacancies that have arisen following the resignations of Cllrs Brand, Greenman and Taft. The Clerk advised members that if a by-election is called any election expenses incurred will be the responsibility of Croxley Green Parish Council.

Resolved:

- That, in the event of a by-election, funds will be drawn from earmarked or general reserves to cover costs.

CC1647/16 Neighbourhood Plan

The Chairman introduced this item. After proposing a vote of thanks for Cllr Gallagher for his work on the Neighbourhood Plan he asked him to elaborate.

Cllr Gallagher gave a verbal update on the progress of the Neighbourhood Plan – see attached

Resolved:

- That permission is given to Three Rivers District Council for the appointment of an independent examiner using the Neighbourhood Planning Independent Examiner Referral Service.
- That members will have until November 11 to submit any comments in regards to the Neighbourhood Plan to the working party.

CC1648/16 Parish Council Risk Assessment Review

The Chairman introduced the item and asked the Clerk to explain further.

The Clerk informed members that due to a Windows 10 update the Risk Assessment software was no longer compatible with the current information and so asked that this item be deferred to a subsequent meeting. This was agreed.

CC1649/16 Parish Council's Internal Audit Review

The Chairman introduced the item and asked the Clerk to elaborate.

The Clerk informed the members that the Internal Audit Review was both consistent and normal with previous year's approach.

Resolved:

- That the Audit Plan be accepted.

CC1650/16 Internal Audit Report (Interim) for the year ending 31 March 2017

The Chairman introduced this item and asked the Clerk to elaborate.

The Clerk brought members attention to the auditors recommendation of switching payroll providers. There was a brief discussion on the problems faced with the current payroll provider Northgate Arinso. This had been previously discussed at the Finance & Administration meeting of October 13, item number FA1196/16.

Resolved:

- That the Internal Audit Report is noted.

CC1651/16 Illegal Occupation of Council Land

The Chairman introduced this item and asked the Clerk to explain further.

The Clerk informed members of talks between local Parish Councils with an aim to establish legal agreements with a firm of solicitors to deal with illegal occupation of Council owned land.

During a discussion a Councillor asked whether such contingency plans were needed as the Council only owns a small amount of land. The Clerk suggested they were needed as it was in the interest of the Council to secure ownership of local land where possible.

It was discussed that in the case of the Clerk being unable on a day in which authority was needed to implement the legal agreements the Administrative Assistant should seek authority from a member of the Finance & Administration committee before any action is taken.

Resolved:

- That the Council agrees to provision of £100 towards solicitors costs;
- That the Administrative Assistant shall seek authority from a member of the Finance & Administration committee before any action is taken if the Clerk is absent.

CC1652/16 Croxley Danes School Consultation

The Chairman introduced the item and referred to the consultation document circulated with the Agenda.

After a discussion it was decided that the Council should respond to the questions asked in the consultation document with the following:

1. Unsure
2. No
3. N/A
4. No

Resolved:

- That an appropriate letter be written to Croxley Danes.

CC1653/16 Grant Application from Croxley Green Bowls Club

The Chairman introduced the item and advised that the Finance & Administration committee had reviewed this application at its meeting on 13 October 2016 & recommended that a grant of £773 be awarded.

Resolved:

- That a grant of £773 be awarded to Croxley Green Bowls Club.

CC1654/16 Grant Application from the Croxley Green Home and Produce Show

The Chairman introduced the item and advised that the Finance & Administration committee had reviewed the application at its meeting on 13 October 2016 & recommended that a grant of £800 be awarded.

Resolved:

- That a grant of £800 be awarded to the Croxley Green Home and Produce Show.

CC1655/16 Grant Award in 2013 to Croxley Guild of Sports and Social Club

The Chairman introduced the item and advised that the Finance & Administration committee had reviewed the application at its meeting on 13 October 2016 & recommended that a grant of £619 be awarded.

Resolved:

- That the remainder of the grant awarded to Croxley Guild Sports and Social Club in 2013 be given. A total of £619.

CC1656/16 Grant Application to the Citizens Advice Bureau

This item was moved up the agenda – see above

CC1657/16 Confirmation of Appointment of Parish Ranger

The Chairman introduced the item and asked the Clerk to elaborate. The Clerk informed members that the Parish Ranger, James Townley has completed his three month probationary period and that a formal letter had been sent to him confirming his appointment.

The Chairman gave his thanks to James for the hard work and competency displayed over the last three months.

On another matter of human resources the Chairman made note that following the resignation of Councillor Greenman a vacancy on the HR Committee had occurred. Under standing order 9.1.10 (motions not requiring written notice – to appoint a Councillor to a committee) the Chairman invited nominees from the meeting.

Resolved:

- That Councillor Vassiliou sits on the committee.

CC1658/16 Consultation on Precept Capping

The Chairman introduced the item and referred Members to the consultation paper circulated with the agenda.

There was a brief discussion on the item.

Resolved:

- That the Council should object to any increased interference from central government, especially in regards to precept capping.
- That a letter is written to the Department for Communities and Local Government accordingly.

CC1659/16 Croxley Station Renaming

The Chairman introduced the item and asked members whether they would support the campaign to rename Croxley Station on the Metropolitan Line to Croxley Green station.

Resolved:

- That Croxley Green Parish Council supports the renaming of Croxley Station to Croxley Green.

CC1660/16 Budgets 2017/18

The Chairman introduced this item and asked that Members submit any budget proposals for the next financial year as soon as possible.

CC1661/16 Closure

There being no further business, the Chairman closed the meeting at 9:34pm.

Neighbourhood Plan

Speaking notes 27 Oct 2016 – Andrew Gallagher

Mr Chairman, with your permission I would like to suggest that we consider the three recommendations separately.

As I explained at the last Council meeting we received written comments on the draft Neighbourhood Plan and Appendices from Three Rivers District Council on 23rd September. These included a report commissioned from an independent professional planner (Stephen Tapper) through the Planning Officers Society Enterprises Limited (POESe Ltd.) TRDC also set out the requirements for submitting the Plan for the next stages.

In summary, we have to prepare:

- A map or statement which identifies the area to which the proposed neighbourhood development plan relates
- A consultation statement
- The proposed neighbourhood development plan: and
- A statement explaining how the proposed neighbourhood development plan meets the 'basic conditions' set out in the requirements of paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990.

Once we have approved and submitted these documents the following stages will be:

- 1) TRDC review the formal submission to be satisfied that the documentation is correct and the legal requirements have been met
- 2) TRDC publicise the Plan for consultation for a minimum of 6 weeks
- 3) TRDC makes its own comments on the plan, taking into account the comments of their independent adviser
- 4) TRDC forwards their comments, and any they receive from outside consultees, to an Independent Examiner

At the start of the consultation period TRDC will appoint an Independent Examiner and has proposed to use the Neighbourhood Planning Independent Examiner Referral Service (NPIERS) to find a suitable individual.

TRDC needs the Parish Council's agreement as they cannot appoint an Independent Examiner without our agreement.

May I suggest that we give our agreement to Recommendation 1?

DISCUSSION

As I explained, we need to submit four separate documents to TRDC.

These are:

- 1) Firstly a map or statement which identifies the area to which the proposed neighbourhood development plan relates

This was prepared by Mr Clerk when the Neighbourhood Plan was proposed in 2013 and has been on the Parish website since January 2014 when TRDC gave the go ahead for the preparation of the Neighbourhood Plan – ***so it is ready to go.***

- 2) Secondly, the proposed Neighbourhood Development Plan.

It has been revised many times and we distributed a "submission draft" of the Plan and the Appendices with today's agenda for you to read and review. It includes extensive revisions based on comments from those we consulted earlier this year and, in particular, the comments from Stephen Tapper (Planning) Limited.

The main changes are in

the layout of the policies and
the introduction of ***new specific policies*** in relation to the development of:
the proposed new school site,
the Killingdown Farm site and
the Croxley Station yard / car park site.

The other two documents are:

- 3) A consultation statement
- 4) A “meeting the basic condition” statement

We have made a good start at preparing these, but they were not ready to be published in time for you to review or for discussion at this meeting.

Therefore I would like to propose an amendment to the second recommendation as follows:

That we note the progress of the Neighbourhood Plan and Appendices and submit any further comments in writing to the Working Party within two weeks.

And to propose that discussion of the third recommendation be deferred until the next full Council Meeting, by which time we should have completed the consultation statement and the “basic conditions” statement for discussion and approval to submit to TRDC.

Andrew Gallagher

27 October 2016