



Minutes of the Annual Sarratt Parish Council meeting held on Tuesday 15th May 2018 in The Village Hall, The Green, Sarratt

Present: Councillor S Dobson
Councillor M Groom
Councillor N Mortimer
Councillor M Musk
Councillor A Soothill
Councillor P Thorp

In attendance Mrs J Dawes, Clerk to the Council
2 Members of the public

Councillor Soothill took the Chair.

A minutes silence was held in memory of John Roe who had recently passed away. To acknowledge the work that he had done in the community.

Councillor Soothill read out a note from Councillor Turner apologising for his absence and thanking everyone for the work that they had carried out

1/18 ELECTION OF CHAIRMAN

It was proposed by Councillor Musk, seconded by Councillor Mortimer and **RESOLVED** that Councillor Turner be elected Chairman of the Council for the year 2018 to 2019.

2/18 DECLARATION OF ACCEPTANCE OF OFFICE

It was proposed by Councillor Soothill, seconded by Councillor Thorp and Resolved that singing of the declaration of acceptance of officer be deferred until the next meeting.

3/18 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor Soothill, seconded by Councillor Mortimer and Resolved that Councillor Dobson be elected Deputy Chairman for the year 2018 to 2019.

Councillor Dobson took the Chair.

4/18 APOLOGIES AND ANNOUNCEMENTS

Apologies for absence were received, recorded and accepted from Councillors Gell, Rees & Turner.

5/18 DECLARATION OF INTEREST

There were none.

Action

6/18 APPOINTMENT OF LEAD AND DEPUTY MEMBERS OF WORKING GOUPS

It was proposed by Councillor Mortimer, seconded by Councillor Musk and **RESOLVED** that the following appointments as lead member and deputies were made:-

Policy & Resources – Lead Councillor Thorp, deputy Councillor Dobson

Highways – Lead Councillor Gell, deputy Councillor Groom

Environment – Lead Councillor Mortimer, deputy Councillor Musk

Planning – Lead Councillor Rees and Councillor Soothill.

7/18 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

King George V Trustees	Cllrs Soothill & Mortimer	
Sarratt Village Hall	Cllr Musk	
Days Charity	Cllr Rees	
London Green Belt Council	Cllr Gell	
Joint Committee of Parish Councils	Chair, Vice Chair and	Clerk
Environmental Forum	Councillor Mortimer	
HAPTC	Chair & Clerk	
Belsize Residents Association	Cllr Musk	
Chandlers Cross Residents Association	Cllr Gell	
SCCF	Chair & Vice Chair	

8/18 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The revised standing orders were laid before Council and would be adopted at the June meeting. Any comments to be passed to the Clerk. It was agreed that The Clerk should bring a new Data Protection Policy to Council in June.

Clerk

It was proposed by Councillor Thorp, seconded by Councillor Soothill and **RESOLVED** that the Financial Regulations be approved.

9/18 REVIEW OF ASSET REGISTER

The asset register schedule was reviewed it was noted that the lap top would not need to be replaced until 2019 and was removed from the schedule. The desk top computer would need to be replaced later this year. It was further agreed that the phone boxes would need to be added to the register.

10/18 REVIEW OF COUNCILS RISK ASSESSMENT REGISTER

This item was deferred due to a software failure.

11/18 REVIEW OF COUNCILS SUBSCRIPTIONS & MEMBERSHIP OF BODIES

The existing list of memberships was approved. It was noted that TRDC would no longer be accepting cheques for payment. A review on how the parish made payments would be required and a report tabled to look at how future payments should be made.

- 12/18 REVIEW OF COUNCILS COMPLAINTS PROCEDURE AND UNREASONABLE AND VEXATIOUS COMPLAINTS**
The Complaints Procedure and Unreasonable and Vexatious complaints policy were reviewed. It was proposed by Councillor Mortimer, seconded by Councillor Gell and RESOLVED that the Complaints Procedure and Unreasonable and Vexatious complaints policy be adopted.
- 13/18 REVIEW OF COUNCILS PROCEDURE UNDER FREEDOM OF INFORMATION**
The Council's Procedures for handling Freedom of Information Requests were reviewed. It was proposed by Councillor Thorp, seconded by Councillor Musk and RESOLVED that the procedure be adopted.
- 14/18 REVIEW OF COUNCILS POLICY FOR DEALING WITH PRESS AND MEDIA**
It was proposed by Councillor Mortimer, seconded by Councillor Musk and RESOLVED that the Policy on Dealing with the Press and Media be adopted
- 15/18 MINUTES**
It was proposed by Councillor Mortimer, seconded by Councillor Soothill and RESOLVED that the minutes of the meeting held on 17th April 2018 be signed as a true record.
- 16/18 MATTERS ARISING AND ACTION PLAN**
The Clerk updated Council on the action plan.
- 17/18 REPORTS FROM REPRESENTATIVES TO OTHER BODIES**
There were none.
- 18/18 CLERKS REPORT**
The Clerks report is attached to these minutes.
- 19/18 LEAD COUNCILLORS REPORT FOR PLANNING**
- 20/18 TO COMMENT ON PLANNING APPLICATIONS**
It was resolved that the following observations be made on the planning applications as shown on the attached sheet.
- 21/18 TO NOTE PLANNING DECISIONS**
The decisions on the attached sheet were noted.
- 22/18 PLANNING APPEALS**
The planning appeal on The Orchard The Green was noted.
- 23/18 ENFORCEMENT MATTERS**
The enforcement actions were noted.
- 24/18 LEAD COUNCILLORS REPORT FOR POLICY AND RESOURCES**
- 25/18 TO DISCUSS THE PURCHASE OF A COMMEMORATIVE SCULPTURE FOR THE ARMISTICE PERIOD**

It was proposed by Councillor Musk, seconded by Councillor Thorp and **RESOLVED** that the memorial sculpture be purchased. The Clerk was asked to inform the Royal British Legion of the purchase.

26/18 SCHEDULE OF MEETINGS

The schedule of meetings was approved.

27/18 APPROVAL OF CHEQUES

It was proposed by Councillor Mortimer, seconded by Councillor Groom and **RESOLVED** that the cheques to the value of £20,226.46 as attached to these minutes be approved.

28/18 LEAD COUNCILLOR REPORT FOR ENVIRONMENT

It had been a fairly quiet month. No further gates would need to be purchased for the circular route.

29/18 GREENS AND FOOTPATHS

There was no report this month.

30/18 LEAD COUNCILLOR FOR HIGHWAYS REPORT

There was no report this month

31/18 PUBLIC QUESTION TIME

There was none.

32/18 COUNCILLORS QUESTIONS AND COMMENTS

The Parish plan questionnaire had been proof read and was set for printing. The Clerk was asked to update the Chairman's Board.

Were there any results from the survey carried out for the British Legions site. The Clerk was asked to submit a freedom of information request to get the results.

33/18 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 19th June 2018 at 7.30 pm in the back room of the Village Hall.

34/18 PART II

It was proposed by Councillor Soothill, seconded by Councillor Thorp and **RESOLVED** that the Press and Public may be excluded due to the confidential nature of the business under Section 1 Sub Section (2) of the Public Bodies (Admission to Meeting) Act 1960 from any items on the Agenda which are deemed to relate to exempt information

35/18 THE MULBERRY BUSH

It was proposed by Councillor Soothill, seconded by Councillor Dobson and **RESOLVED** that a licence be granted on the terms discussed and the licence fee be set at £900 for a period of 1 year.

It was further agreed that the schedule of fees be updated to reflect a fee of £75 per month for temporary licences

The meeting closed at 9.35 pm

Signed.....Date.....

Clerks Report

Community Led Housing

I attended the opening of the new community led housing scheme that has been built in Great Gaddesden by Hastoe Housing. It was a very interesting opening. The four properties built have all been let to local people on land donated by the District Council. John Lefever from Hastoe will attend our June Meeting to give a talk about Community Led Housing and how Hastoe can be of service in our Parish.

General Data Protection Regulation

During the Report and remaining stages of the Data Protection Bill, MPs accepted the Government amendment to exempt all Parish, Town and Community Councils and Parish Meetings from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation.

The Bill now enters ‘Ping Pong’ with the House of Lords considering amendments made during the House of Commons stages; this amendment is not expected to be reversed. Royal Assent and the Bill are due to come into force by 25 May.

Due to the recent publishing of an amendment to the Data Protection Bill, removing the requirement for parish and town councils to appoint a DPO, The DPO Centre have put their proposed service to councils on hold pending the outcome of the amendment.

Regardless of the outcome, councils are still required to comply with the requirements of the GDPR, and therefore the initial ‘impact assessment’ element of the DPO Centre service is still required, therefore once the outcome of the amendment is known, new information (with or without the inclusion of a DPO service) will be circulated.”

Accounts and Audit

The auditor will be in the office on 23rd May to complete the audit and assist with the completion of the Annual Return. We will be approving the accounts at the meeting on 29th May.

Office Closed

The office will be closed from Thursday 24th May until Monday 4th June. I will however be in the office on Friday 25th briefly to ensure all the paperwork is sent out and on Tuesday 29th due to the meeting.

New Applications Received Between 01/05/2018 and 31/05/2018

Item No :

Ref No :

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
New Application				
18/0596/CLPD	09/05/2018	Scott Volker	Mr B	Holly Hedges Farm Ollerberrie Lane WD3 4NU
Proposal : Construction of two single storey rear extensions; single storey side extension and construction of a detached outbuilding				
Observations : This had been approved prior to the meeting				
18/0737/FUL	09/05/2018	Freya Clewley	The diocese of St Albans	Agricultural land Sarratt Glebe Downer Drive
Proposal : Provision of new agricultural vehicular access				
Observations : The Parish Council have no objection to this application				
18/0804/FUL	09/05/2018	Suzanne O'Brien	Mr R R	Goldingtons Church Lane WD3 6HE
Proposal : Demolition of existing swimming pool building and garage and construction of ancillary outbuilding, outdoor swimming pool, terracing and landscaping and replacement garden wall				
Observations : The Parish Council has no objection to this application.				
18/0805/LBC	09/05/2018	Suzanne O'Brien	Mr R R	Goldingtons Church Lane WD3 6HE
Proposal : Listed Building Consent: Demolition of existing swimming pool building and garage and construction of ancillary outbuilding, outdoor swimming pool, terracing and landscaping and replacement garden wall				
Observations : The Parish Council has no objection to this application.				
18/0811/FUL	09/05/2018	Suzanne O'Brien	Mr & Mrs R	The Old Post Office Bucks Hill WD4 9AT
Proposal : Single storey rear extension and garage conversion				
Observations : The Parish Council has no objection to this application.				
18/0879/FUL	09/05/2018	Suzanne O'Brien	Mr & Mrs M	Glenesk Quickmoor Lane WD4 9AX
Proposal : Single storey front and side extensions and alterations to roof including creation of crown roof form and installation of rooflights				
Observations : The Parish Council objects to this application on the grounds of over development of the site.				
18/0894/FUL	09/05/2018	Freya Clewley	Mr R S	5 Clutterbucks WD3 6HL
Proposal : Single storey rear extension				
Observations : The Parish Council have no objection to this application but note that the work to the extension				

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			is already completed and that this should have been a retrospective application	

18/0900/FUL

09/05/2018	Adam Ralton	Ralph Trustees Ltd	The Grove Mill Lane WD3 4TG
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Proposal : Single storey extension to glasshouse

Observations : The Parish Council have no objection to this application

18/0901/LBC

09/05/2018	Adam Ralton	Ralph Trustees Ltd	Th Grove Grove Mill Lane WD3 4TG
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Proposal : Listed building consent single storey extension to glasshouse

Observations : The Parish Council have no objection to this application

Applications Received :- 9

NOTIFICATIONS OF PLANNING DECISIONS FROM Three Rivers District Council

Minute Ref

Wed 9 May 2018

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 1

E 18/0191/FUL	Approved	North End
E 18/0403/FUL	Approved	Ashfield
18/0454/FUL	Approved with Conditions	Potten Farm
E 18/0484/FUL	Approved	Mahogany
E 18/0429/PDA	Refused	Callipers Hall Farm

List of payments between 1st April 2018 and 30th April 2018

<u>Date</u>	<u>Payee name</u>	<u>Reference</u>	<u>Amount paid</u>	<u>Transaction detail</u>
03/04/2018	A Soothill	100968	42.80	expenses youth club
12/04/2018	E.on	100969	246.26	Electricity
12/04/2018	B Whitewood	100970	1334.4	Groundwork
12/04/2018	P Thorp	100971	696.09	Replacement of cheque 100951 cancelled
12/04/2018	Dacorum Borough Council	100972	322.46	Attachment order
12/04/2018	J Dawes	100973	1715.93	wages & expenses
12/04/2018	HMRC	100974	2230.31	Tax & NI
24/04/2018	Sarratt Ducklings	100975	1500.00	Grant
24/04/2018	Sarratt Mother & Toddlers	100976	780.00	Grant
24/04/2018	Sarratt School	100977	1000.00	Grant
24/04/2018	Sarratt Festival of Music	100978	1000.00	Grant
24/04/2018	Sarratt Care	100979	2200.00	Grant
24/04/2018	Days Charity	100980	200.00	Grant
24/04/2018	Spotlight	100981	360.00	Grant
24/04/2018	Holy Cross	100982	2460.00	Grant
24/04/2018	Sarratt village hall	100983	2500.00	1st half grant
24/04/2018	1st Sarratt Scouts	100984	600.00	Grant
24/04/2018	HAPTC	100985	806.34	Subscription
24/04/2018	Viking	100986	210.49	Stationary
24/04/2018	Sarratt village hall	100987	21.38	Room hire
			<u>20226.46</u>	