



Minutes of the Annual Sarratt Parish Council meeting held on Tuesday 21st May
2019 in The Village Hall, The Green, Sarratt

Present: Councillor S Dobson
Councillor J Gell
Councillor A Soothill
Councillor P Thorp
Councillor C Bloom (after co-option)
Councillor D Rees (after co-option)
Councillor J Rugg (after co-option)

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

In the Absence of the Chairman Councillor Dobson took the Chair.

Action

1/18 ELECTION OF CHAIRMAN

It was proposed by Councillor Gell, seconded by Councillor Thorp and **RESOLVED** that Councillor Dobson be elected Chairman of the Council for the year 2019 to 2020.

2/18 DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Dobson signed the Declaration of Acceptance of Office

3/18 ELECTION OF VICE CHAIRMAN

It was proposed by Councillor Dobson, seconded by Councillor Soothill and Resolved that Councillor Turner be elected Deputy Chairman for the year 2019 to 2020

4/18 APOLOGIES AND ANNOUNCEMENTS

Apologies for absence were received, recorded and accepted from Councillors Turner and Mortimer. Apologies were also received from District Councillor Butler.

5/18 DECLARATION OF INTEREST

There were none.

6/18 CO-OPTION OF COUNCILLORS

Four applications for four seats had been received. It was proposed by Councillor Dobson, seconded by Councillor Thorp and **RESOLVED** unanimously that Coral Bloom
Nick Mortimer

David Rees
John Rugg

Be co-opted onto Sarratt Parish Council. Those present signed their Declaration of Acceptance of Office and joined the Council at the table. Councillor Mortimer would sign his at a later date.

7/18 APPOINTMENT OF LEAD AND DEPUTY MEMBERS OF WORKING GOUPS

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

Policy & Resources – Lead Councillor Thorp, deputy Councillor Turner

Highways – Lead Councillor Gell,

Environment – Lead Councillor Mortimer, deputy Councillor Bloom

Planning – Lead Councillor Soothill and Councillor Rees

Neighbourhood Plan – lead John Carter and Council representative Councillor Soothill

8/18 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

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

9/18 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

It was proposed by Councillor Soothill, seconded by Councillor Gell and **RESOLVED** that the revised Standing Orders 2019 be adopted and Financial Regulations be approved.

10/18 REVIEW OF ASSET REGISTER

The Clerk was asked to bring the asset register back to the next meeting with maintenance dates inserted.

Clerk

11/18 REVIEW OF COUNCILS RISK ASSESSMENT REGISTER

The Clerk asked for a Councillor to assist on reviewing the Risk Assessment Register. It was agreed that Councillor Thorp would meet with her to go through the system and the review would be brought back to a later meeting.

Clerk
PT

12/18 REVIEW OF COUNCILS SUBSCRIPTIONS & MEMBERSHIP OF BODIES

It was proposed by Councillor Rugg, seconded by Councillor Bloom and **RESOLVED** that the subscriptions be confirmed.

- 13/18 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 Soothill, seconded by Councillor Thorp and **RESOLVED** that the Complaints Procedure and Unreasonable and Vexatious complaints policy be adopted.
- 14/18 REVIEW OF COUNCILS PROCEDURE UNDER FREEDOM OF INFORMATION**
 The Policy needed to be updated. The Clerk was asked to update the policy and bring back to Council as soon as possible
- 15/18 REVIEW OF COUNCILS POLICY FOR DEALING WITH PRESS AND MEDIA**
 It was proposed by Councillor Soothill, seconded by Councillor Rugg and U that the Policy on Dealing with the Press and Media be adopted.
- 16/18 MINUTES**
 It was proposed by Councillor Gell, seconded by Councillor Dobson and **RESOLVED** that the minutes of the meeting held on 16th April 2019 be signed as a true record with the alteration to show that Councillor Soothill had sent his apologies and was not present.
- 17/18 MATTERS ARISING AND ACTION PLAN**
 The Clerk updated Council on the action plan. The Clerk was asked to amend the target date on the fingerpost action.
- 18/18 REPORTS FROM REPRESENTATIVES TO OTHER BODIES**
 Councillor Gell had attended a meeting of the Green Belt Council and had attended a meeting at Kings Langley with its President regarding the proposed development in the village.

 Councillor Soothill had attended two meetings of the Neighbourhood Plan Working Party. Various meetings were planned and an article was going into spotlight. A funding application was to be sent in. It was agreed that a standing item should be placed on the agenda for a progress report to be received.
- 19/18 CLERKS REPORT**
 The Clerk reported that some of the equipment for the litter picking volunteers had been received and the rest was expected shortly. The office would be closed 24th May to 3 June.
- 20/18 LEAD COUNCILLORS REPORT FOR PLANNING**
 Councillor Soothill offered to bring the new councillors up to speed on planning matters in the parish. Two planning applications were due to go to TRDC planning committee. The RBL site potentially would be on the June Agenda. Councillor Soothill would not be available to attend and asked the Clerk to get information from TRDC about the status and any revisions.

 Long Roofs Commonwood would be discussed at the meeting in May Councillor Soothill would be attending to put forward the Parishes objections.

Clerk

Clerk

- 21/18 TO COMMENT ON PLANNING APPLICATIONS**
It was resolved that the following observations be made on the planning applications as shown on the attached sheet.

- 22/18 TO NOTE PLANNING DECISIONS**
The decisions on the attached sheet were noted.

- 23/18 PLANNING APPEALS**
The Clerk was asked to send SPCs apologies as no one was available to attend the Inquiry for Glenesk.

- 24/18 ENFORCEMENT MATTERS**
The enforcement actions were noted.

- 25/18 LEAD COUNCILLORS REPORT FOR POLICY AND RESOURCES**
Councillor Thorp reported that P & R would be looking into progressing the Council on to on line payments in the coming year.

The Council would be running training courses on CPR and using the public access defibrillator. A note would be put into Spotlight.

- 26/18 BANK MANDATE**
It was proposed by Councillor Dobson, seconded by Councillor Soothill and **RESOLVED** that all Councillors would be put on the bank mandate to be cheque signatories.

- 27/18 APPROVAL OF CHEQUES**
It was proposed by Councillor Rees, seconded by Councillor Rugg and **RESOLVED** that the cheques to the value of £5,697.47 as attached to these minutes be approved.

- 28/18 LEAD COUNCILLOR REPORT FOR ENVIRONMENT**
It was reported that there had been cases of Ash die back in Belsize. A tree survey should be done as a matter of urgency.

- 29/18 GREENS AND FOOTPATHS**
There was no report this month.

- 30/18 PARKING AROUND SCHOOL**
An email had been received from the school asking for assistance with the Parking issue. Councillor Mortimer had confirmed he was willing to meet with the head to discuss further

- 31/18 LEAD COUNCILLOR FOR HIGHWAYS REPORT**
Councillor Gell was asked to submit his report a week in advanced in the future. He updated the Council on the latest information.

- 32/18 PUBLIC QUESTION TIME**
There was none.

- 33/18 COUNCILLORS QUESTIONS AND COMMENTS**
The Clerk was asked to update the website and add the new councillors information.

Councillor Bloom left at 9.30 pm

NM

34/18 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 18th June 2019 at 7.30 pm in the back room of the Village Hall.

35/18 PART II

It was proposed by Councillor Dobson, seconded by Councillor Rees 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

36/18 FREEDOM OF THE PARISH

The next recipient of the freedom of the Parish was chosen. It was agreed to keep the name as a surprise for now.

The meeting closed at 9.40 pm

New Applications Received Between 01/05/2019 and 31/05/2019

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				
19/0557/FUL	13/05/2019	David Heighton	Holy Cross	Holy Cross Churchyard Church Lane

Proposal : Change of use from pasture/farm land to allow extension to cemetery

Observations : The Parish Council has no objections to this application

19/0678/FUL	13/05/2019	Katy Brackenboro	Mr W W	The Old Butchers Shop The Green Sarratt WD3 6AT
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Proposal : Two storey rear extension to house, demolition of single storey outbuilding behind Old Slaughterhouse, removal of existing conservatory |

Observations : The Parish Council has no objections to this application

19/0714/FUL	13/05/2019	Lauren Edwards	Mr & Mrs W	Silverfields Bucks Hill WD4 9AT
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Proposal : Single storey rear extension

Observations : The Parish Council has no objections to this application

19/0738/FUL	13/05/2019	Suzanne O'Brien	Mr P Q	Dartrey Bucks Hill WD4 9AT
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Proposal : Single storey side and rear extension including changes to fenestration

Observations : The Parish Council has no objections to this application

19/0766/FUL	13/05/2019	Clara Loveland	Mr B	20 Church Lane Sarratt WD3 6HL
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Proposal : Proposed porch, storm porch and change pebble dash to smooth render

Observations : The Parish Council has no objections to this application. it would however request that the colour of the render is kept to tones in keeping and suitable for the rural location and that no bright colours are used

19/0825/FUL	13/05/2019	Tom Norris	Mr B	Annex Green Hedges Templepan Lane WD3 4NH
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Proposal : Rear extension and enlargement of existing roof dormer window

Observations : The Parish Council objects strongly to the proposal to increase the size of the annex. The increase in floor area increases the risk that this annex that is ancillary to the main house becomes a separate dwelling.

The Parish Council also note that condition 5 or the original permission states that "The converted garage and extension hereby permitted shall not be occupied or used as any time other than incidental to the enjoyment of, and ancillary to, the residential dwelling located on the site and the building shall not be used as an independent dwelling at any time." We would challenge whether being inhabited by a family working full time is already in breach of this condition

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Applications Received :- 6

NOTIFICATIONS OF PLANNING DECISIONS FROM Three Rivers District Council

Minute Ref 22/19

Mon 13 May 2019

District Ref

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

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E 19/0228/LBC	Approved	Great Bragmans Farm
E 19/0393/FUL	Approved	Little Nobles

C 19/0227/FUL	Refused	Great Bragmans Farm
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District COMMENT The proposed change of use of the Barn and associated residential curtilage from an ancillary building to an independent residential unit would result in intensification in the use of the site and would constitute inappropriate development and would have a detrimental impact on the openness of the Green Belt. As no very special circumstances exist to outweigh this harm the development would be contrary to Policy CP11 of the Core Strategy (adopted October 2011), Policy DM2 of the Development Management Policies LDD (adopted July 2013) and the NPPF.

Local COMMENT The Parish Council had no objection to this application

R2 In the absence of an agreement under the provisions of Section 106 of Town and Country Planning Act 1990, the development would not contribute to the provision of affordable housing. The proposed development therefore fails to meet the requirements of Policy CP4 of the Core Strategy (adopted October 2011) and the Affordable Housing Supplementary Planning Document (approved June 2011).

List of Payments made between 01/04/2019 and 30/04/2019

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/04/2019	RBS	101113	142.80		Software support
03/04/2019	Croxley Alarms	101114	114.00		Alarm service
03/04/2019	L Ashby	101115	17.60		Youth Group
03/04/2019	HAPTC	101116	807.34		Subscription
03/04/2019	B Whitewood	101117	1227.60		Groundwork
03/04/2019	DPO Centre	101118	235.20		Data protection
03/04/2019	Sarratt Village Hall	101119	5.22		Hall Hire
03/04/2019	TBS Hygiene	101120	181.26		Dog waste
03/04/2019	Vikling Direct	101121	281.63		Stationery
03/04/2019	W Kent	101122	37.15		Wages
03/04/2019	J Dawes	101123	1926.25		Wages
03/04/2019	D Turner	101124	42.85		Refreshments
03/04/2019	E.on	101125	229.29		Electricity
03/04/2019	HCC	101126	449.28		Defib cabinet
Total Payments			5697.47		