



Minutes of the Annual Statutory Meeting of the Sarratt Parish Council held on Tuesday 17th October 2017 in The Village Hall, The Green, Sarratt.

Present:
Councillor D Turner
Councillor S Dobson.
Councillor J E Gell
Councillor M Musk
Councillor D B Rees
Councillor A Soothill

In Attendance:
Mrs J Dawes, Clerk to the Council
6 Members of the public

Action

130/17 APOLOGIES AND ANNOUNCEMENTS

Apologies for absence were received, recorded and accepted from Councillors M Groom, N Mortimer and P Thorp. Apologies were also received from District Councillor Marilyn Butler.

The Office will be closed next week and on 6th November.

131/17 DECLARATIONS OF INTEREST

There were none.

132/17 MINUTES

It was proposed by Councillor Soothill, seconded by Councillor Musk and **RESOLVED** that the minutes of the meeting of the Parish Council held on Tuesday 19th September 2017 be signed as a true record.

133/17 MATTERS ARISING AND ACTION TRACKER

The Clerk updated the Council on matters on the action plan. She highlighted the actions that had been completed since the tracker had been sent out. It was noted that if the car show on The Green wished to hold a market outside it would need a street trading licence. The Clerk was asked to convey to the organisers that this would be required and that the Parish Council were not adverse to it taking place. If it was to be held on The Green they were to inform us prior to the event and ensure that all the required insurances and licences were in place.

134/17 REPORTS FROM REPRESENTATIVES TO OTHER BODIES

Councillor Gell had attended the Sarratt Forum and was disappointed in the low attendance due to the lack of publicity. It was agreed that it was not the Parish

Council's job to advertise the District Council's meetings and they should be doing more to promote the meeting.

135/17 CLERKS REPORT

The Clerks report is attached to these minutes.

136/17 LEAD COUNCILLORS REPORT – PLANNING

Councillor Rees reported that a recent case for a new dwelling that the Parish Council had asked to be called in had been approved by the Officer. No satisfactory apology or reason why our request had not been acted on had been received. The Clerk was asked to write a letter to the Planning Officer to request an explanation into why our request was not acted on and was therefore omitted from being referred to committee. If no satisfactory explanation received the Clerk was asked to follow up the matter with a formal complaint to the Chief Executive.

Clerk

The application for Fir Trees, Dawes Lane had gone to appeal. The Clerk was asked to reiterate the Parish Council's comments to the Planning Inspectorate. Councillor Soothill would contact the resident in Dawes Lane to inform him of the appeal.

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137/17 PLANNING APPLICATIONS

It was **RESOLVED** that the following observations be made on the planning applications as shown on the attached sheet.

138/17 DECISIONS

The decisions made by Three Rivers District Council on the attached sheet were noted.

139/17 LEAD COUNCILLORS REPORT - POLICY & RESOURCES

There was no separate report this month.

140/17 YOUTH CLUB

Councillor Thorp had circulated the attached paper. It was agreed that the hire of the hall and the insurance should be included in the budget Capital items and any other running costs required for the setting up should come from reserves or alternative sources of funding

141/17 SCHEDULE OF FEES

The attached schedule of fees was discussed. The Clerk was asked to include the formula for rights of way across Council land and include that the review date for the schedule of fees will be carried out in September every year. It was proposed by Councillor Soothill, seconded by Councillor Musk and **RESOLVED** that the schedule be adopted. The Clerk was asked to investigate allotment fees and bring a paper back to the December meeting.

142/17 ACCOUNTS AND AUDIT

It was proposed by Councillor Turner, Seconded by Councillor Dobson and **RESOLVED** that the completed accounts be accepted.

143/17 GRANT APPLICATIONS

The initial grant applications were discussed. It was noted that an application for a village website had been submitted. As the Council were looking to improve its own website it was agreed that the two projects might be able to be combined with the Council taking the lead for the site. It was agreed that the matter should be looked into in more detail and a meeting be arranged by Councillors Turner & Soothill with the organisers. It was therefore agreed that the funding be through the Council rather than a grant application.

144/17 COUNCIL WEBSITE

This matter to be deferred until a future meeting after discussions for the village website have taken place.

145/17 DRAFT BUDGET

The clerk had produced a draft budget. It was agreed that any increase be kept in line with inflation. It was agreed that costs for a Warden be removed. The Clerk was asked to bring a new proposal to the November meeting.

146/17 APPROVAL OF CHEQUES

It was proposed by Councillor Turner , seconded by Councillor Gell and **RESOLVED** that the cheques to the value of £7.073.79 as attached to these minutes be approved.

147/17 LEAD COUNCILLORS REPORT – ENVIRONMENT

There was no report this month.

148/17 REQUEST FOR MEMORIAL BENCH

A request had been received for a bench on Penmans Green in memory of a gentleman that used to walk there. It was agreed that the application be permitted in line with the Councils Policy.

149/17 GREENS & FOOTPATHS

The Clerk reported that the P3 application had been lost . Groundwork had however agreed that they would give us priority over any funding left at the end of the year.

150/17 CRIME AND ANTISOCIAL BEHAVIOUR

No recent reports had been received. The Clerk was asked to chase them up to ensure that regular updates were received

Clerk

151/17 LEAD COUNCILLORS REPORT – HIGHWAYS

Councillor Gell updated the Council on the current position. It was believed that the work to Sarratt Road, near Rosehall Farm would commence on 4th December.

152/17 CORRESPONDENCE

There was none.

153/17 PUBLIC QUESTION TIME

There was none.

154/17 COUNCILLORS QUESTION & COMMENTS AND CORRESPONDENCE

It was noted that the date of the Parish Council meetings were not appearing in Spotlight. The Clerk would speak to the editor.

Clerk

It was also noted that there was not a reporter present. The Clerk was asked to write a report to submit tomorrow.

Clerk

The Clerk was asked to prepare a presentation for the Freshers Fair containing 6 key points of what the Council does.

Clerk

155/17 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 21ST November 2017 at 7.30 pm in the back room of the Village Hall.

The meeting closed at 9.30 pm

Clerks Report October 2017

The second half of the precept has been received.

I have also been notified that the next instalment of the CIL will be paid into the parish council's bank account in the coming week. This instalment is for £615.87 making the total amount received this year £2613.87. As you are aware the CIL is to be spent on "infrastructure". The guidance states:- *The levy can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities (for further details, see [section 216\(2\) of the Planning Act 2008](#), and [regulation 59](#), as amended by the [2012](#) and [2013](#) Regulations). This definition allows the levy to be used to fund a very broad range of facilities such as play areas, parks and green spaces, cultural and sports facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.*

I have asked the question as to whether this would include the setting up of a youth club but at the time of writing this paper had not received a response or the money could also be used to fund the purchase of defibrillators (community safety).

The interim internal audit will take place on 31st October.

I will be on a Data Protection training course on 25th October to learn about the new laws that come into force in May 2018.

I will also be attending a session to meet the new external auditor and grant funding session on 1st November.

Cover is still needed for the half term week.

23rd to 27th October and now for 1st and 6th November if anyone is available please contact me.

New Applications Received Between 01/10/2017 and 31/10/2017

Item No : 137/17

Ref No :

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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New Application**17/1687/RSP**

11/10/2017	Matthew Roberts	Mr S Johns	opposite Downer Drive Sarratt
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Proposal : Retrospective: Change of use of agricultural land to mixed agriculture and equestrian use and erection of stable block and field shelter

Observations : The Parish Council had no objection to this application

17/1689/RSP

11/10/2017	Matthew Roberts	Mr S Johns	Opposite Downer Drive Dawes Lane Sarratt
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Proposal : Retrospective retention of lean to and feed store

Observations : the Parish Council has no objection to this application

17/1883/LBC

11/10/2017	Suzanne O'Brien	Mr R Roberts	Goldingtons Church Lane Sarratt WD3 6HE
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Proposal : Demolition of lean-to Victorian range and existing single storey extension to Georgian range, internal alterations, alterations to fenestration

Observations : the Parish Council has no objection to this application

17/1885/FUL

11/10/2017	Tom Norris	Mr & Mrs Hildick	5 Downer Drive Sarratt WD3 6BD
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Proposal : Single storey side extension

Observations : the Parish Council has no objection to this application

17/1909/FUL

11/10/2017	Matthew Roberts	Mr J Scott	Great Wheelers Barn The Green Sarratt WD3 6BJ
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Proposal : Demolition of barn and replacement with ancilliary building

Observations : The Parish Council had no objection to this application, it would however like a condition placed that the outbuilding is not used for accommodation and remains ancillary to the dwelling

Applications Received :- 5

NOTIFICATIONS OF PLANNING DECISIONS FROM Three Rivers District Council

Minute Ref 138/17

Wed 11 October 2017

District Ref

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

Page No : 1

C 17/0990/FUL Approved
District COMMENT Approved

* this application was approved without referral to committee despite the Parish Council requesting the application being called into Committee.

Land adj Old House Lane
Local COMMENT The Parish Council objects to this application on the grounds that it is an additional dwelling to be built in the Green Belt with no special circumstances being shown. if officers are minded to approve this application it requests that it is called into committee.

E 17/1686/FUL Approved

The Lanterns

Youth Group

Following acceptance in principle at last month's meeting this note is an update of progress made and more information relating to finances.

I have met with district councillors Butler and Hayward and both have expressed their support for the project. Their support will be particularly valuable when exploring grant opportunities within TRDC and the County Council.

I also met with Sarah to discuss the Scouts proposal to start an Explorers group in Sarratt. This group would potentially cater for the same age group as our youth group and we don't want to set up in competition with each other. We agreed Explorers would have their proposition and we would have ours. Explorers is likely to run on a midweek evening and the youth group on a Sunday evening. We agreed some teenagers would attend Explorers, some the youth group and some both, which is fine. Where we can co-operate we will whilst acknowledging the two groups will have their own identities.

I have also spoken to Chris Youell about a hall booking and he quoted a price of approximately £15 per hour so our proposed two hour slot would cost £30 per week.

Janice has block booked the hall from 6.30-8.30 each Sunday evening from February 18th 2018, which is our proposed launch date.

Administrative tasks to consider before launch include;

- Policies and procedures
- Recruitment of a four person management team (ideally two men and two women)
- Recruitment of volunteers to staff the group
- DBS checking of all volunteers
- Insurance policy
- Bank account
- Promotion of the group within Sarratt and recruitment of customers!

Annual budget (approximate)

- Hall hire £1500
- Insurance £500
- DBS checks £1000 (£100 per person)
- Equipment (e.g. table tennis table, pool table, wireless speakers to stream music) £2000
Tuck shop float £300
- Additional running costs during first year £4000

Total £9300

During the year we will be applying for grants to support the set up and maintenance of the project and although such grants cannot be guaranteed I anticipate the final first year cost to SPC to be less than the £9300 shown.

Two funding models will be presented for consideration at October's SPC meeting, namely;

- 1) 100% funding from precept
- 2) 'part precept part reserves' funding

Peter Thorp

Co op Current

List of Payments made between 30/08/2017 and 30/09/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/08/2017	J Dawes	100867	1,874.55		wages
12/09/2017	Country Building Services	100868	2,440.00		maintenance benches etc
13/09/2017	R Weeden	100869	50.00		refund of deposit
13/09/2017	TBS Hygiene	100870	132.00		Dog waste
13/09/2017	SARRATT VILLAGE HALL	100872	40.54		room hire
13/09/2017	Rialtas Business Solutions Ltd	100871	139.20		software support
13/09/2017	B WHITEWOOD LTD	100873	2,337.60		Groundwork
13/09/2017	W Kent	100874	59.90		wages
Total Payments			7,073.79		