

# SARRATT PARISH COUNCIL

Parish Office, Village Hall,  
The Green, Sarratt, Rickmansworth  
Hertfordshire. WD3 6AS  
Telephone: 01923 262025  
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## **To all Members of the Parish Council**

**Cllrs:** Anthony M. Soothill, Sarah Dobson, John E. Gell, Michael Groom, Nick Mortimer, Mike Musk, Dave B. Rees, Peter Thorp, David Turner

Copy To:- County Cllr. C Hayward.  
District Councillors Butler, Hayward & Kennison,

**Note:- Public and Press are welcome.**

**Parishioners and other interested individuals are invited to attend and take part in the proceedings.**

Dear Councillor,

You are hereby summoned to attend the meeting of the **SARRATT PARISH COUNCIL** to be held in **THE BACK ROOM, THE VILLAGE HALL, THE GREEN, SARRATT**, on **Tuesday 15<sup>th</sup> May 2018 at 7.30pm**, when it is proposed to transact the business specified in the following Agenda.

## **AGENDA**

- 1/18 ELECTION OF CHAIRMAN**  
To elect a Chairman of the Parish council for the year 2018/2019
- 2/18 DECLARATION OF ACCEPTANCE OF OFFICE.**  
To receive the Declaration of Acceptance of Office from the Chairman
- 3/18 ELECTION OF VICE CHAIRMAN**  
To elect a Chairman of the Parish council for the year 2018/2019
- 4/18 APOLOGIES AND ANNOUNCEMENTS.**  
To receive and accept apologies for absence
- 5/18 DECLARATIONS OF INTEREST**  
To receive any "Declarations of Interest" in items on the agenda
- 6/18 APPOINTMENT LEAD AND DEPUTY MEMBERS OF WORKING GROUPS**  
To elect Lead members and Deputies for the following Groups:-
  - a. Policy & Resources
  - b. Highways
  - c. Environment
  - d. Planning

**7/18 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

To appoint representatives to the other bodies' current reps listed

King George V Trustees	2 Representatives:	Cllrs Soothill & Mortimer
Sarratt Village Hall	1 Representative:	Cllr Musk
Days Charity	1 Representative:	Cllr Rees
London Green Belt Council	1 Representative	Cllr Gell
Joint Committee of Parish Councils	3 Representatives	Chair, Vice Chair and Clerk
Environmental Forum	1 Representative	Councillor Mortimer
HAPTC	2 Representatives	Chair & Clerk
Belsize Residents Association	1 Representative	Cllr Musk
Chandlers Cross Residents Association	1 Representative	Cllr Gell

**8/18 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

To lay before Council new Model Standing Orders to be discussed and approved in June and Review Financial Regulations (Separate documents due to size)

**9/18 REVIEW OF ASSET REGISTER**

To review the schedule of assets (attached).

**10/18 REVIEW OF COUNCILS RISK ASSESMENT REGISTER**

To review and approve the Councils Risk Assessment Register. (to follow as a separate document due to size)

**11/18 REVIEW OF COUNCILS MEMBERSHIP OF OTHER BODIES & SUBSCRIPTIONS**

To review the list of organisations that the Council is a member of and to make suggestions of any that should be on the list. (attached)

**12/18 REVIEW OF COUNCILS COMPLAINTS PROCEDURE AND UNREASONABLE & VEXATIOUS COMPLAINTS**

To review complaints procedures (attached)

**13/18 REVIEW OF COUNCILS PROCEDURE UNDER FREEDOM OF INFORMATION**

To review Freedom of Information procedure (attached)

**14/18 REVIEW OF COUNCILS POLICY FOR DEALING WITH PRESS AND MEDIA**

To review Press & Media Policy (attached)

**15/18 MINUTES**

To confirm and sign the Minutes of the Council Meeting held on 17<sup>th</sup> April 2018

**16/18 MATTERS ARISING AND ACTION PLAN**

To Note Matters arising from the previous Minutes

**17/18 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL**

**18/18 TO RECEIVE AND NOTE THE CLERK'S REPORT**  
Clerk's report and action sheet attached.

### **PLANNING**

**19/18 LEAD COUNCILLOR'S REPORT**

**20/18 TO COMMENT ON PLANNING APPLICATIONS**  
To discuss and agree comments on the planning applications on the attached sheet.

**21/18 TO NOTE PLANNING DECISIONS**  
No new planning decisions had been received prior to the agenda being sent out.

**22/18 PLANNING APPEALS**  
To note current Planning Appeals

<b>Site :</b>	The Orchard The Green Sarratt WD3 6AT
<b>Proposed Development</b>	Variation of Condition 3 (Permitted Development Rights) of planning permission 02/01501/FUL to remove reference to Class E of Schedule 2 of Class A of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)
<b>Application Ref No</b>	17/2390/FUL
<b>PINS Appeal ref :</b>	APP/P1940/D/18/3195786
<b>Appellant's name (s):</b>	Mr Brian Fitzgerald
<b>Appeal Start Date:</b>	9th April 2018

There is no opportunity to add comments to this appeal.

**23/18 ENFORCEMENT MATTERS**  
To note the update (to follow).

### **POLICY & RESOURCES**

**24/18 LEAD COUNCILLOR'S REPORT**

**25/18 TO DISCUSS THE PURCHASE OF A COMMEMORATIVE SCULPTURE FOR THE ARMISTICE PERIOD.**

To do make a decision on whether to purchase the sculpture "Tommy" at a cost of £776.30 including VAT and delivery

<https://shop.therebutnotthere.org.uk/collections/all-products/products/6-tommy>

**26/18 SCHEDULE OF MEETINGS**  
To approve the schedule of meetings for 2018-2019

**27/18 APPROVAL OF CHEQUES**  
To approve the cheques to the total of £20,226.46 (detail to follow)

### **ENVIRONMENT**

**28/18 LEAD COUNCILLOR'S REPORT**

**29/18 GREENS/FOOTPATH**

## **HIGHWAYS**

**30/18 LEAD COUNCILLORS REPORT**

**31/18 PUBLIC QUESTION TIME**

**32/18 COUNCILLORS QUESTIONS & COMMENTS**  
To receive questions and comments from Councillors

**33/18 DATE OF NEXT MEETING**  
The date of the next meeting will be Tuesday 19<sup>th</sup> June 2018, to be held in the back room, the Village Hall, The Green, Sarratt.

**34/18 PART II**  
To pass resolution 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**  
To discuss the terms of a licence (details to follow)

Mrs J Dawes  
Clerk to the Council

**Date: 4<sup>th</sup> May 2018**

**Asset Register 2018/19**

<u>Address</u>	<u>Grid Ref</u>	<u>type</u>	<u>area</u>	<u>Value</u>	<u>Maintenance Date</u>	<u>Next Maintenance</u>	<u>Estimated Cost repair/replacement</u>
<b>Land</b>							
The Green, Sarratt	51°41'6.89"N 0°29'40.08"W	Community Asset	11 acres	£	-		
Penmans Green, Sarratt	51°41'44.88"N 0°29'16.26"W	Community Asset	9 acres	£	-		
Commonwood Common, Sarratt	51°41'21.19"N 0°29'14.30"W	Community Asset	25.5 acres	£	-		
Quickmoor Common, Sarratt	51°41'33.90"N 0°29'8.99"W	Community Asset	.731 acres	£	-		
Dawes Common		Community Asset		£	-		
<b>King George V</b>							
King George V Playing Fields	51°41'0.97"N 0°29'15.03"W	Community Asset		£	-		
King George V Pavilion	51°40'58.89"N 0°29'17.32"W			£	200,798.00		
King George V Play Equipment	51°41'2.43"N 0°29'17.26"W			£	48,776.00		
King George V Gates				£	10,405.00		
King George V Misc				£	4,222.00		
Dog Bin Dispenser				£	92.64		
King George V Defrillator & cabinet				£	3,000.00		

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

<b>Allotments</b>							
Church Lane Allotments, Sarratt	51°40'44.02"N 0°29'41.59"W	Community Asset	10.70m2	£	-		
Shed at Church Lane				£	1,325.00	2017	2019
Vehicle Gates x2				£	300.00		
Pedestrian Gates x2				£	266.00		
<b>The Green</b>							
Village Pump				£	10,000.00	2017	2019
Finger Posts x 2				£	2,000.00	2017	2019
Bus Shelter				£	10,000.00	2017	2019
Shelter				£	17,000.00	2017	2019
Memorial Benches x2				£	3,000.00	2018	2020
Morton Pond Bench				£	1,000.00	2018	2020
Warden Bins x 7				£	1,834.00	2017	2019
Retriever Bin x 2				£	500.00	2017	2019
Seats x 3				£	2,992.59	2017	2019
Rawcliffe Seats x 3				£	2,886.00	2017	2019
Railings at Cricketers Pond				£	8,000.00	2017	2019
post box				£	1,000.00		
Flag Pole				£	1,000.00		annually
Pat Regan Memorial Bench				£	526.00		
VA Signs				£	8,040.00		
<b>Penmans Green,</b>							
Memorial Bench				£	749.00		
Field Gate						2018	500

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

<b>Parish Office</b>					
Desk top Computer	£	800.00	2018	2018	800
Samsung Laptop Computer	£	360.00	2015	2018	400
chairs x6	£	180.00			
2 x Suspension cabinets	£	800.00			
3 draw filing cabinet	£	200.00			
2 draw filing cabinet x2	£	100.00			
General office equipment	£	<u>8,748.00</u>			
<b>Dawes Common</b>					
John Dean Memorial Bench	£	749.00	2017	2019	
Richard Haynes Memorial Bench	£	<u>749.00</u>			
<b>General</b>					
2 x Dog bag dispensers	£	200.00			
Chandlers Cross Village signs	£	2,451.00			
Finger Posts x 7	£	7,000.00		2017	
Sarratt Village Signs	£	2,580.00			
Belsize Signs	£	<u>1,835.00</u>			
<b>Total of Assets</b>	<b>£</b>	<b><u>366,464.23</u></b>			

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

## COUNCILS MEMBERSHIP OF OTHER BODIES

		Actual 2016/17	Budget 2017/18	Voted	Actual 30/09/17	Variance 30/09/17	Estimated 2017/18	Variance 2017/18	Budget 2018/19
<b>504</b>	<b>Subscriptions</b>								
5410	NALC	91	109	-	109	0	109	0	112
5420	SLCC	187	300	-	200	-100	200	-100	300
5430	The Chiltern Society	25	30		0	-30	30	0	30
5440	London Green Belt Council	0	10		0	-10	10	0	10
5455	Information Commissioner	35	35		35		35		35
5460	CPRE	36	36		0	-36	36	0	36
5470	CDA Herts	0	30		0	-30	30	0	30
5480	Herts Building Preservation Trust	0	30		0	-30	30	0	30
5490	HAPTC	687	694		694	0	694	0	694
5491	Sage	135	135		0	-135	135	0	135
5491	RBS	222	348		139	-209	348	0	348
5493	AONB	974	934		1,033	99	1,033	99	1,035
<b>TOTAL EXPENDITURE</b>		<b>2,392</b>	<b>2,691</b>		<b>1,038</b>	<b>-371</b>	<b>2,690</b>	<b>-100</b>	<b>2,795</b>

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





## SARRATT PARISH COUNCIL COMPLAINTS PROCEDURE

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
2. This procedure does not cover complaints about the conduct of a member of the Parish Council. Any complaint that a Councillor may have breached the Council's adopted code of conduct should be referred to:

The Monitoring Officer  
Three Rivers District Council  
Three Rivers House  
Northway  
Rickmansworth  
Herts  
WD3 1RL

3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing (letter/e-mail/standard form) to the Clerk to the Council at the Parish Offices. The complaint will be dealt with within 21 days of receipt.
5. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chairman
6.
  - a. On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chairman of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
  - b. Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chairman of Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.
7. The Clerk to the Council (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.

- 8. The Clerk to the Council (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.
- 9. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council’s grievance and disciplinary procedures.
- 10. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
- 11. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
- 12. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.



## **SARRATT PARISH COUNCIL**

### **Unreasonably Persistent or Vexatious Complaints Policy**

Sarratt Parish Council pursues a value of respect to all. In respect to this the Council does not tolerate bullying, harassment or intimidation, in any form, of any of their employees or Councillors. This applies to such behaviour from members of the public and Sarratt Parish Council employees/Councillors alike.

As a basis for defining behaviour the Council uses the following definitions:

**Bullying** – a pattern of offensive, intimidating, malicious, insulting, humiliating behaviour intended to undermine an individual or group, gradually as a consequence eroding their confidence and capability

**Harassment** – conduct that violates an individual, or groups, dignity.

Both of the above are unwanted by the recipient(s), examples being: spreading malicious rumours, ridiculing, deliberate undermining. Such behaviour is unacceptable and will not be tolerated whether occurring in the form of repetitive visits to the Council office, public meetings, by telephone or any method of written communication (including emails and social media).

Sarratt Parish Council is committed to ensuring that, where applicable, all correspondence (in any form) is answered and that the best possible resolution is sought to any complaint brought. However, the nature of some complaints or the manner in which they are pursued – particularly where correspondence/communication transgresses the boundaries mentioned above – hinders the Council's consideration of them and can also have an adverse impact on the Council's response to complaints made by other complainants. In such cases the Council may resolve to terminate communication with the offender. Such cases will be deemed as an 'Unreasonably Persistent or Vexatious Complaint' (with those concerned being identified as 'Unreasonable Persistent Complainers') and Sarratt Parish Council view such actions as a form of harassment or bullying.

Any future correspondence from a person or persons in this category will be noted and filed with no acknowledgement. Where the behaviour of a person or persons attending a Council meeting falls into the above categories the person or persons involved will be requested to leave the meeting. Further repetition, or failure to leave upon request may necessitate the assistance of the police.

Complaints with regard to a new issue, so long as they do not deal with matters covered substantially by a previous closed complaint, will be treated on their merits and any restriction on contact will be reviewed as necessary.

Sarratt Parish Council acknowledges that extreme cases of harassment, bullying or intimidation can constitute a criminal offence and will where necessary seek to pursue such cases under the Protection from Harassment Act 1997.

*This policy was adopted by Sarratt Parish Council on 20<sup>th</sup> September 2016 and will be reviewed annually or earlier if so required by legislation or additional material.*

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# SARRATT PARISH COUNCIL

## FREEDOM OF INFORMATION POLICY

### **1. Introduction**

- 1.1 The Freedom of Information Act 2000 (the Act) provides the public with a general legal entitlement to view all recorded information held by the Parish Council subject to certain exemptions. The public will have rights to view:
  - all the information in the Council's Publication Scheme
  - to request all recorded information held by the Council, regardless of when it was created, by whom, or the form in which it is now held.
- 1.2 We want to show that we are an 'open' organisation committed to delivering the best possible public services. Openness helps the public to trust us and to have confidence in our ability to deliver services to them.
- 1.3 Failure to comply with this policy could have serious consequences for the Council, in the release of inappropriate material or the withholding illegally of information and the attendant adverse publicity and possible legal censure.
- 1.4 The implementation and enforcement of this policy in association with the terms and conditions of employment is intended to protect the employee, colleagues, members of the public and the Council.

### **2. Aims and Scope of the policy**

- 2.1 This policy applies to all the recorded information that the Parish Council holds that is information created, received and maintained by Members and Officers in the course of their work.
- 2.2 This policy is intended to ensure everyone is aware of their responsibility under the Freedom of Information Act.

### **3. Guidelines**

- 3.1 Non adherence or disregard to any points below will be seen as a breach of this policy and the disciplinary procedure will be invoked which could result in your dismissal.
- 3.2 Sarratt Parish Council will:
  1. Comply with the Freedom of Information Act (FOI) 2000.
  2. Maintain a comprehensive Publication Scheme that provides information which is readily accessible without the need for a formal FOI request.
  3. We will respond within 20 working days to straightforward written requests. However, if necessary, this timescale will be extended to give full consideration to a Public Interest Test. If the deadline is not expected to be met, the applicant will be advised of the reasons for the delay and the anticipated reply date.

4. Continue to protect the personal data entrusted to it, by disclosing that information only in accordance with the provisions of the Data Protection Act 1998.
5. Keep on file a copy of the request and response.
6. Be aware of the definition of “complex requests” and the escalation procedure and in particular that they should not refuse requests for information in whole or in part.
7. Apply the exemptions provided in the FOI Act and, where qualified exemptions exist, disclose the information unless the balance of public interest lies in withholding it.
8. We will pro-actively publish and make information readily available in accordance with the Publication Scheme.
9. We will review complaints about the release or otherwise of information by referring them to The Parish Clerk and remind requestors that they can appeal such decisions to the Information Commissioner.
10. Ensure that all permanent and contract staff and elected members are aware of their obligations under FOI and will include FOI education in the induction of all new staff.
11. Charge for information requests in line with the FOI Fees Regulations or other applicable regulations, including the Data Protection Act 1998.
12. We will apply the “appropriate limit” in the regulations. Where the cost of complying with the request exceeds this we will issue a refusal notice inviting the requestor to refine their request.

#### **4. Responsibilities**

- 4.1 The Council has a responsibility to make its recorded information available in accordance with the Act.

#### **5. All Staff and Members**

- 5.1 Must ensure that all such data is handled properly and confidentially at all times, irrespective of whether it is held on paper or by electronic means.
- 5.2 Should familiarise themselves with this policy and the Freedom of Information Act guidance which is available on the web.
- 5.3 Comply with all the conditions set out within the Act.
- 5.4 Ensure that Data Protection is not breached.

#### **6. The Parish Clerk**

- 6.1 The Parish Clerk is responsible for ensuring that all staff are aware of the Freedom of Information Act and that they adhere to the guidelines within.

- 6.2 The Parish Clerk as the Council’s Freedom of Information Officer has a responsibility to ensure that data subjects have appropriate access, upon written request, to details regarding personal information relating to them.
- 6.3 The DPO Centre as Data Protection Officer is responsible for gathering and disseminating information and issues relating to information security, the Data Protection Act and other related legislation.

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**SARRATT PARISH COUNCIL**  
**POLICY ON DEALING WITH THE PRESS AND MEDIA**

1. This policy is to guide both Councillors and Officers of the Council in their relations with the news media in such a way as to ensure the smooth running of the Council.
2. This policy does not seek to be comprehensive but sets out to provide guidance on how to deal with some issues that may arise when dealing with news media organisations including press officers attending meetings.
3. The Council is accountable to the electorate for its actions and shall therefore be proactive in making all reasonable efforts to make its decisions and policies known to the electorate.
4. The Council shall allow all reasonable access to news media organisations.
5. The Council shall make every effort to respond without delay to requests for information from news media organisations.
6. Councillors and officers must NOT disclose information that is of a confidential nature. This includes any discussion with news media organisations of any item which has been discussed under confidential items on the Council's agenda.
7. Councillors and officers should act with integrity at all times when representing or acting on behalf of the Sarratt Parish Council.
8. When dealing with news media organisations Councillors and officers should be informed and certain of all their facts; ensure that when making comments on behalf of the Parish Council they are aware what Council policy is and their comments reflect that policy; be calm; ensure that their comments and views will not bring the Council into disrepute.
9. Councillors should be aware that case law states that the role of councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the news media, whether or not they relate to matters of Council business. Councillors also have an obligation to respect Council policy once made, while it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the news media.
10. Councillors and offices not used to dealing with the press may be surprised when they see that statements made in all innocence look very different in print than they did when they were

spoken. It is advantageous to write out a statement or position on the issue beforehand if possible.

11. A Councillor should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press.
12. All news releases and enquiries made on behalf of the Parish Council will be authorised by the Parish Clerk after consultation with the Chairman or Vice Chairman of the Council and are therefore **NEVER** answered immediately.

The News Media Policy of the Sarratt Parish Council was adopted at the meeting of the Council held on 20<sup>th</sup> May 2014 Minute 16/14

Reviewed 19<sup>th</sup> May 2016 Minute 14/16

Reviewed 9<sup>th</sup> May 2017

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**Minutes of the Sarratt Parish Council held on Tuesday 17<sup>th</sup> April 2018 in The Village Hall, The Green, Sarratt.**

**Present:**

**Councillor D Turner  
Councillor S Dobson.  
Councillor J E Gell  
Councillor M Groom  
Councillor N Mortimer  
Councillor M Musk  
Councillor Rees  
Councillor A Soothill  
Councillor P Thorp**

**In Attendance:**

**Mrs J Dawes, Clerk to the Council  
District Councillor Marilyn Butler  
District Councillor Alex Hayward  
4 Members of the public**

**277/17 APOLOGIES AND ANNOUNCEMENTS**

Apologies were received from Councillors Mortimer

The Annual Parish Meeting would be held on 24<sup>th</sup> April 2018

**278/17 DECLARATIONS OF INTEREST**

There were none.

**279/17 MINUTES**

It was proposed by Councillor Dobson seconded by Councillor Rees and **RESOLVED** that the minutes of the meeting of the Parish Council held on Tuesday 20<sup>th</sup> March 2018 be signed as a true record.

**280/17 MATTERS ARISING AND ACTION TRACKER**

The Clerk updated the Council on the action tracker

**281/17 REPORTS FROM REPRESENTATIVES TO OTHER BODIES**

There were no reports. The Sarratt and Chipperfield Community Foundation meeting due to be held tomorrow had been cancelled to allow the subcommittee to concentrate on Village Day.

**282/17 CLERKS REPORT**

The Clerks report is attached to these minutes.

**Action**

**283/17 LEAD COUNCILLORS REPORT – PLANNING**

A letter had been received from The Boot regarding the use of the field at the rear as car park. As there had been a 10 week break in business a planning application would need to be put in.

**284/17 PLANNING APPLICATIONS**

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

**285/17 DECISIONS**

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

**286/17 LEAD COUNCILLORS REPORT - POLICY & RESOURCES**

**287/17 PARISH PLAN**

It was agreed

1. One survey per household
2. The survey was approved.
3. Glossy cover to go on outside
4. Advert to be placed in Spotlight. The survey will be distributed in the June edition. Parishioners will be encouraged to fill it in on line.
5. Timescale
  - a. Printing 2 to 3 weeks
  - b. Distribution in June
  - c. Notices up in May
  - d. Response by end of August
  - e. Results September/October
  - f. Reminder in Spotlight in July

Thanks were expressed to the working group for their work on the survey

With regard to the other survey letters had been received from both Arc 4 and Thrive

**288/17 GENERAL DATA PROTECTION REGULATIONS**

The Clerk had submitted a report on the GDPR. It was proposed by Councillor Dobson, seconded by Councillor Groom and **RESOLVED** to join the other Parishes in the area and appoint The DPO Centre to act as Data Protection Officers to ensure compliance with the General Data Protection Regulation. The Clerk was asked to update her job description to add the responsibility for carrying out any actions raised by the DPO Centre.

**289/17 APPROVAL OF CHEQUES**

It was proposed by Councillor Dobson seconded by Councillor Turner and **RESOLVED** that the cheques for March be approved.

**290/17 LEAD COUNCILLORS REPORT – ENVIRONMENT**

The gates to purchase for the church yard would be £821. Fitting would be £450. We do have gates in stock that could be used. Permission from HCC would need to be obtained by the land owner

**291/17 FOOTPATHS**

The Strimming invoice had not been received by HCC. The Clerk would look into it an reissue. The map of the footpaths on the website and in spotlight wasn't accurate.

**292/17 CRIME AND ANTISOCIAL BEHAVIOUR**

No update received.

**293/17 LEAD COUNCILLORS REPORT – HIGHWAYS**

Councillor Gell updated the Council on the current position.

**294/17 CORRESPONDENCE**

There was none

**295/17 PUBLIC QUESTION TIME**

There were none

**296/17 COUNCILLORS QUESTION & COMMENTS**

Councillor Dobson sent her apologies for the APM  
More Positive response to the bollards had been received than negative.

An email had been received offering the Village hall some Chairs but this offer had been declined

**297/17 DATE OF NEXT MEETING**

The next meeting will be held on Tuesday 15<sup>th</sup> May 2018 at 7.30 pm in the back room of the Village Hall.

**298/17 PART II**

It was proposed by Councillor Turner, seconded by Councillor Soothill 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

**299/17 THE MULBERRY BUSH**

It was agreed that the Council will talk to the owner to discuss the granting of a licence to cross Dawes Common. The Clerk was asked to arrange a meeting.

Clerk

The meeting closed at 9.50 pm

**Clerks Report April**

It has been a fairly short month with the Easter holidays and I therefore do not have much to report. If I haven't had your annual report can you please ensure that I have it by Wednesday 18<sup>th</sup> at the latest. Trudie has confirmed that she is able to do the refreshments for the evening.

I have now been informed that our Annual return needs to be signed off by Tuesday 12<sup>th</sup> June. As our internal auditor is not available until the 22<sup>nd</sup> May this means we will fall between meeting dates. We will therefore need to hold an Extraordinary meeting of the Parish Council on Tuesday 29<sup>th</sup> May to sign the accounts off.

Year end Payroll has been completed and the year end accounts should be done within the next few days.

## New Applications Received Between 01/04/2018 and 30/04/2018

Item No :

Ref No :

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>New Application</b>				
<b>18/0454/FUL</b>	10/04/2018	Suzanne O'Brien	Mr & Mrs C	Potten Farm Chandlers Lane Chandlers Cross WD3 4NQ

**Proposal :** Change of use of part of site from equestrian including demolition of existing stables and bar, construction of replacement buildings and conversion of stables to be used as craft / artisan workshop units with associated parking

**Observations :** The Parish Council have concerns regarding the change of use of these premises. It requests that if officers are minded to approve this application careful consideration needs be taken with regard to use of the units and opening hours.

<b>18/0484/FUL</b>	10/04/2018	Melissa Turney	Mr & Mrs F	Mahogany The Common Chipperfield WD4 9BX
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**Proposal :** Single storey rear extension

**Observations :** The Parish Council had no objections to this application

<b>18/0532/FUL</b>	10/04/2018	Jake Shiels	Ms D R	Sarum Templepan Lane Chandlers Cross WD3 4NH
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**Proposal :** Demolition of existing dwelling and outbuildings and construction of replacement two storey dwelling with alterations to drive and installation of gates to front

**Observations :** The Parish council has no objection to this application but recognises that it may exceed policy on the increase in size of the new dwelling

<b>18/0595/RSP</b>	10/04/2018	Matthew Roberts	Mr L C	Green End Business Centre 93A Church Lane WD3 6HH
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**Proposal :** Part retrospective: Change of use of agricultural land to overflow car park and erection of hardstanding and earth bund including proposed landscape scheme.

**Observations :** The Parish Council has serious concerns regarding the change of use from agricultural land to commercial parking. it would look more favorably on the application if it was a temporary change of use that would be reverted to agricultural if not needed in future and would request that strict conditions were placed on the land to prevent building on this area in the future.

If the permission is not to be a temporary change the council objects to the permanent change of use.

<b>18/0674/FUL</b>	10/04/2018	Tom Norris	Mrs I B	Grasmere Bucks Hill Kings Langley WD4 9AT
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**New Applications Received Between 01/04/2018 and 30/04/2018**

Item No :

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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**Proposal :** Demolition of carport, conversion of garage and store to habitable accommodation and erection of a single storey side extension linking garage to dwelling

**Observations :** The Parish Council has no objection to this application

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**18/0700/PDNA**

10/04/2018	Lauren Edwards	Mr D S	Woodland adj Great Westwood Equestrian Park Old House Lane
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**Proposal :** Erection of new agricultural barn

**Observations :** The application was noted

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**Applications Received :- 6**

**NOTIFICATIONS OF PLANNING DECISIONS FROM Three Rivers District Council**

**Minute Ref**

**Tue 10 April 2018**

**District Ref**

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

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E 18/0087/FUL	Approved	The Woodlands
E 18/0173/LBC	Approved	Goldingtons
E 18/0279/FUL	Approved	Goldingtons
E 18/0280/LBC	Approved	Goldingtons
E 18/0308/FUL	Approved	Maybury
E 18/0312/FUL	Approved	Long Roofs

List of Payments made between 01/03/2018 and 31/03/2018

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/03/2018	SCG Projects	100945	1,500.00		Website
06/03/2018	Croxley Alarm Systems Ltd	100946	114.00		Alarm service
06/03/2018	B WHITEWOOD LTD	100947	2,086.80		Groundwork
06/03/2018	AUDITING SOLUTIONS	100948	367.20		interim audit
06/03/2018	VIKING DIRECT	100950	35.68		STATIONERY
06/03/2018	Peter Thorp	100951	696.09		YOUTH CIUB EQUIPMENT
06/03/2018	W Kent	100952	86.40		wages
06/03/2018	Barriers Direct	100949	215.72		Barriers Direct
12/03/2018	J Dawes	100953	88.63		Youth club equipment
12/03/2018	A Soothill	100954	24.00		Youth Club equipment
12/03/2018	JRB TREEWORk	100755	2,000.00		Tree work
12/03/2018	Hertfordshire County Council	100756	276.84		Youth Club equipment
12/03/2018	Peter Thorp	100957	39.98		Youth Club equipment
12/03/2018	A Soothill	100958	406.99		Expenses
12/03/2018	cancelled	100961	0.00		cancelled
12/03/2018	TBS Hygiene	100960	132.00		Dog bins
12/03/2018	Leone Ashby	100962	227.46		Youth club equipment
12/03/2018	W Kent	100963	54.10		wages
27/03/2018	J Dawes	100964	1,683.80		Wages & expenses
27/03/2018	B WHITEWOOD LTD	100965	78.00		repair to The Green
27/03/2018	HM REVENUE & CUSTOMS	100966	3,981.64		TAX & NI
27/03/2018	TBS Hygiene	100967	165.00		Dog waste bins
<b>Total Payments</b>			<b>14,260.33</b>		

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\*\*\*\*\*end of Minutes\*\*\*\*\*



Item No : **New Applications Received Between 01/05/2018 and 30/05/2018** 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**

**18/0596/CLPD**

09/05/2018	Scott Volker	Mr B	Holly Hedges Farm Olleberrie Lane WD3 4NU
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**Proposal :** Construction of two single storey rear extensions; single storey side extension and construction of a detached outbuilding

**Observations :**

**18/0733/FUL**

09/05/2018	Suzanne O'Brien	Mr & Mrs V	Willow Tree Dimmocks Lane WD3 6AR
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**Proposal :** Demolition of existing single storey side projection and construction of new two storey side extension, insertion of rooflights, alterations to fenestration and materials and insertion of front porch

**Observations :**

**18/0737/FUL**

09/05/2018	Freya Clewley	The diocese of St Albans	Agricultural land Sarratt Glebe Downer Drive
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**Proposal :** Provision of new agricultural vehicular access

**Observations :**

**18/0804/FUL**

09/05/2018	Suzanne O'Brien	Mr R R	Goldingtons Church Lane WD3 6HE
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**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 :**

**18/0805/LBC**

09/05/2018	Suzanne O'Brien	Mr R R	Goldingtons Church Lane WD3 6HE
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**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 :**

**18/0811/FUL**

09/05/2018	Suzanne O'Brien	Mr & Mrs R	The Old Post Office Bucks Hill WD4 9AT
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**Proposal :** Single storey rear extension and garage conversion

**Observations :**

## New Applications Received Between 01/05/2018 and 30/05/2018

Item No :

Ref No :

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>18/0879/FUL</b>	09/05/2018	Suzanne O'Brien	Mr & Mrs M	Glenesk Quickmoor Lane WD4 9AX
<b>Proposal :</b> Single storey front and side extensions and alterations to roof including creation of crown roof form and installation of rooflights				
<b>Observations :</b>				
<b>18/0894/FUL</b>	09/05/2018	Freya Clewley	Mr R S	5 Clutterbucks WD3 6HL
<b>Proposal :</b> Single storey rear extension				
<b>Observations :</b>				
<b>18/0900/FUL</b>	09/05/2018	Adam Ralton	Ralph Trustees Ltd	The Grove Mill Lane WD3 4TG
<b>Proposal :</b> Single storey extension to glasshouse				
<b>Observations :</b>				
<b>18/0901/LBC</b>	09/05/2018	Adam Ralton	Ralph Trustees Ltd	Th Grove Grove Mill Lane WD3 4TG
<b>Proposal :</b> Listed building consent single storey extension to glasshouse				
<b>Observations :</b>				

Applications Received :- 10

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

E 18/0191/FUL	Approved	North End, The Green
E 18/0403/FUL	Approved	Ashfield, Red Lion Lane
18/0454/FUL	Approved with Conditions	Potten Farm, Chandlers Lane
E 18/0484/FUL	Approved	Mahogany, The Common
E 18/0429/PDA	Refused	Callipers Hall Farm, Quickmore Lane

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# SARRATT PARISH COUNCIL

The Parish Office, Village Hall, The Green, Sarratt, Rickmansworth, Hertfordshire, WD3 6AT.

[www.sarrattparish.co.uk](http://www.sarrattparish.co.uk)

sarratt\_parish@btconnect.com

**CONTACT TELEPHONE NUMBERS:- Office. 01923 262025. Clerk. 07527 899272.**

(Telephone)

(Outside Office Hours)

## Schedule of Meetings - Parish Council Year - 2018/2019

		2018									2019				
Parish meeting	Tuesday	May	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr APM	May
Council Meeting	Tuesday	ASM 15	29	19	17	21	18	16	13 B	18 P	15	19	19	16	ASM 21

**Meeting Venue VH= VILLAGE HALL - Main Hall area.**

**ALL MEETINGS START AT 7.30PM AND ARE HELD IN THE BACK ROOM UNLESS OTHERWISE STATED.**

Public and press are welcome

(P) = Precept Meetings

(B) = Budget Meetings

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