

# SARRATT PARISH COUNCIL

Parish Office, Village Hall,  
The Green, Sarratt, Rickmansworth  
Hertfordshire. WD3 6AS  
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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. Williams.  
District Councillors Butler, Hayward & Wall

**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 **ANNUAL** meeting of the **SARRATT PARISH COUNCIL** to be held in **THE BACK ROOM, THE VILLAGE HALL, THE GREEN, SARRATT**, on **Tuesday 21<sup>st</sup> May 2019 at 7.30pm**, when it is proposed to transact the business specified in the following Agenda.

## **AGENDA**

- 1/19 ELECTION OF CHAIRMAN**  
To elect a Chairman of the Parish council for the year 2019/2020
- 2/19 DECLARATION OF ACCEPTANCE OF OFFICE.**  
To receive the Declaration of Acceptance of Office from the Chairman
- 3/19 ELECTION OF VICE CHAIRMAN**  
To elect a Chairman of the Parish council for the year 2019/2020
- 4/19 APOLOGIES AND ANNOUNCEMENTS.**  
To receive and accept apologies for absence
- 5/19 DECLARATIONS OF INTEREST**  
To receive any "Declarations of Interest" in items on the agenda
- 6/19 CO-OPTION OF COUNCILLORS**  
To consider the applications for Co-option of Councillor following the advertisement of insufficient candidates.
- 7/19 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
- e. Neighbourhood Plan

**8/19 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

**9/19 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

To Adopt Revised Standing Orders and amendment and Review Financial Regulations (attached)

**10/19 REVIEW OF ASSET REGISTER**

To review the schedule of assets (attached).

**11/19 REVIEW OF COUNCILS RISK ASSESMENT REGISTER**

To review and approve the Councils Risk Assessment Register. (attached)

**12/19 REVIEW OF COUNCILS MEMBERSHIP OF OTHER BODIES**

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)

**13/19 REVIEW OF COUNCILS COMPLAINTS PROCEDURE**

To review complaints procedure (attached)

**14/19 REVIEW OF COUNCILS PROCEDURE UNDER FREEDOM OF INFORMATION**

To review Freedom of Information procedure (attached)

**15/19 REVIEW OF COUNCILS POLICY FOR DEALING WITH PRESS AND MEDIA**

To review Press & Media Policy (attached)

**16/19 MINUTES**

To confirm and sign the Minutes of the Council Meeting held on 16<sup>th</sup> April 2019

**17/19 MATTERS ARISING AND ACTION PLAN**

To Note Matters arising from the previous Minutes

**18/19 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL**

**19/19 TO RECEIVE AND NOTE THE CLERK'S REPORT**  
Clerk's report and action sheet attached.

**PLANNING**

**20/19 LEAD COUNCILLOR'S REPORT**

**21/19 TO COMMENT ON PLANNING APPLICATIONS**  
To discuss and agree comments on the planning applications on the attached sheet.

**22/19 TO NOTE PLANNING DECISIONS**  
To note the planning decisions.

**23/19 PLANNING APPEALS**  
To note the planning decisions made.

**24/19 ENFORCEMENT MATTERS**  
To note the update attached.

**POLICY & RESOURCES**

**25/19 LEAD COUNCILLOR'S REPORT**

**26/19 BANK MANDATES**  
To approve the addition of Councillors to the mandate

**27/19 APPROVAL OF CHEQUES**  
To approve the cheques to the total of £5,697.47

**ENVIRONMENT**

**28/19 LEAD COUNCILLOR'S REPORT**

**29/19 GREENS/FOOTPATH**  
Copy of footpaths report attached.

**30/19 PARKING AROUND SCHOOL**  
To discuss the letter received from the school. (attached)

**HIGHWAYS**

**31/19 LEAD COUNCILLORS REPORT**

**32/19 PUBLIC QUESTION TIME**

**33/19 COUNCILLORS QUESTIONS & COMMENTS**  
To receive questions and comments from Councillors

**34/19 DATE OF NEXT MEETING**  
The date of the next meeting will be Tuesday 18<sup>th</sup> June 2019, to be held in the back room, the Village Hall, The Green, Sarratt.

**35/19**

**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

**36/19**

**FREEDOM OF THE PARISH**

To discuss future recipients of Freedom of the Parish award.

**Clerk to the Council**

**Date: 13<sup>th</sup> May 2019**