



Minutes of the Annual Statutory Meeting of the Sarratt Parish Council held on Tuesday 15th August 2017 in The Village Hall, The Green, Sarratt.

Present:
Councillor D Turner
Councillor S Dobson
Councillor J E Gell
Councillor Groom
Councillor N Mortimer
Councillor M Musk
Councillor A Soothill

In Attendance:
Mrs J Dawes, Clerk to the Council
District Councillors Butler & Kenison (part)
3 Members of the public

Action

- 81/17** **APOLOGIES AND ANNOUNCEMENTS**
Apologies for absence were received, recorded and accepted from Councillor Thorp.
- 82/17** **DECLARATIONS OF INTEREST**
There were none.
- 83/17** **MINUTES**
It was proposed by Councillor Groom, seconded by Councillor Mortimer and **RESOLVED** that the minutes of the meeting of the Parish Council held on Tuesday 18th July 2017 be signed as a true record.
- 84/17** **MATTERS ARISING AND ACTION TRACKER**
The Clerk updated the Council on matters on the action plan.
- 85/17** **REPORTS FROM REPRESENTATIVES TO OTHER BODIES**
Councillor Mortimer had attended a meeting of the Village Hall and had raised the issues of the prom spilling out into the KGV Playing fields and the issues regarding the broken glass.
- 86/17** **CLERKS REPORT**
The Clerks report is attached to these minutes.
- 87/17** **CHILTERN CONSERVATION BOARD**
District Councillor Heather Kenison reported to the Council regarding the work of the Chilterns Conservation Board. She agreed that she would pass on the Councils concerns about lack of communication and arrange to have the name of a contact forwarded to the Clerk. The Council thanked Councillor Kenison

for attending. It was proposed by Councillor Soothill, seconded by Councillor Gell and **RESOLVED** that the Council will continue to support the work of the Board.

88/17 LEAD COUNCILLORS REPORT – PLANNING

Councillor Rees reported that TRDC Housing had responded to the recent planning application to build 8 social houses for local people, stating that there was no evidence of the need in the Parish for affordable housing. The Parish Plan of 2012 and the recent housing needs assessment carried out by the CDA quite clearly proves that this is incorrect. The TRDC development plan target was 30 homes (split between Sarratt and Bedmond). Since 2000 only 8 affordable units have been built. The assessment supports the SPC Parish Plan findings and we must therefore push for the British Legion site to remain for affordable housing in the new development plan and insist that it be for social and/or affordable housing for local people.

89/17 PLANNING APPLICATIONS

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

90/17 DECISIONS

The decisions on the attached sheet were noted.

91/17 ENFORCEMENT ACTIONS

The enforcement action report was noted.

92/17 PLANNING CONSULTATION

Councillor Soothill had read through the document and made some draft observations that were agreed in principle. It was agreed that Councillor Soothill would draft the response to the consultation to be submitted by the Clerk by the deadline of 8 September.

93/17 PARISH PLAN

The Parish Plan was published in 2012. It was agreed that whilst the document was not out of date further more detailed information was required to enable the next tranche of the issues raised to be addressed. It was agreed that a working party be set up comprising of Councillor Groom, Sandra Turner and the Clerk to review the plan and to focus on the next steps. Councillor Groom and the Clerk had had an initial meeting with the CDA regarding working with them and the working party would have a further meeting to discuss what survey questions were needed.

94/17 LEAD COUNCILLORS REPORT - POLICY & RESOURCES

There was no separate report this month.

95/17 BUDGET SETTING

As budget setting time was fast approaching the Clerk asked Councillors for suggestions of what projects the Council wished to tackle in the forthcoming year and what financial provision was needed in the budget.

Some items mentioned were:-

Commons Management Plan projects
Building back up of earmarked reserves and general reserves to policy levels.
Defibrillators (potentially to be installed in the recently acquired ex-BT phone boxes).

96/17 APPROVAL OF CHEQUES

It was proposed by Councillor Mortimer, seconded by Councillor Musk and **RESOLVED** that the cheques to the value of £11,070.70 as attached to these minutes be approved.

There was to be a KGV meeting to be held on 4th September. The Clerk was asked to forward an updated spreadsheet detailing expenditure to date at KGV to Councillors Soothill and Mortimer prior to the meeting.

97/17 LEAD COUNCILLORS REPORT – ENVIRONMENT

Councillor Mortimer reported that the gate at Tuckers Corner had not yet been done as 1 field was still awaiting cutting and the other has only just been done. Due to issues with travellers pitching on Chipperfield Common [cricket pitch?] the allotments and KGV had been locked using borrowed chains and locks. It was proposed by Councillor Mortimer that a few sets of padlocks and chains be purchased for such situations in the future and it was agreed that the Clerk purchase heavy duty chains and padlocks. 1 of these would be for the KGV gates and charged to the KGV grant account.

98/17 MANAGEMENT PLAN

The draft plan had been received and was acknowledged to be an improvement on the previous attempt. Any comments to be given to the Clerk, it had been noticed that there was a pond missed and only one are of The Green seemed to be mentioned. The Clerk and Councillor Mortimer would revert to [name of company] to ensure the missing items were inserted and a final version issued.

99/17 GREENS & FOOTPATHS

There was nothing to report.

100/17 CRIME AND ANTISOCIAL BEHAVIOUR

No recent reports had been received.

101/17 LEAD COUNCILLORS REPORT – HIGHWAYS

The work to the Sarratt Road was not now being done until October, it was hoped that it would still coincide with the half term holidays. The VA sign in Dunny Lane would be installed on 17th September and the “unsuitable for HGV’s” signs would be installed once the locations had been agreed. No dates had been received for the installation of the chevrons near the almshouses.

Councillor Groom had met with Gordon Harold and had been given all of his information regarding the speed data across the Green.

A dangerous bend sign was still required near Coltspring following another accident here. The Clerk would take it up with Ian at HCC.

102/17 PARKING ON THE GREEN

The Clerk and Councillor Thorp had met with Ian Brownell from HCC. He had pointed out that it would not be possible to raise the height of the kerbs to prevent vehicles parking, he would however speak to a colleague regarding the installation of railings or bollards. This would require approximately half a metre of Green being used for footpath. He will get back to us in the near future to discuss the matter further.

103/17 CORRESPONDENCE

There was none.

104/17 PUBLIC QUESTION TIME

There was none.

105/17 COUNCILLORS QUESTION & COMMENTS AND CORRESPONDENCE

Councillor Soothill liked the move to having the papers provided digitally and requested that the documents be made available on the website. The Clerk would look into ways of doing it.

It was agreed that he should get two 2A0 hard copies of the Sarratt volunteers' map printed together with two frames for hanging in the village.

Councillor Mortimer had met with the production manager from the recent filming, she was very happy with the location and would keep the village in mind.

The High Sheriff would be holding a freshers night on 2nd November and it was agreed that the Parish Council should have a table on the night promoting what it did.

106/17 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 19th September 2017 at 7.30 pm in the back room of the Village Hall.

The meeting closed at 9.45 pm

Clerks report August 2017

The new tablets for use by the Councillors have arrived and loaded up with the papers. I managed to save £60 on each tablet by getting them from Amazon rather than Viking.

The external auditor has raised a couple of questions on the audit both of which would mean that the audit was qualified I was however, able to prove that the council had abided to the financial regulations by sending copies of minutes which seems to have satisfied him and it is looking promising for an unqualified Audit.

The red colouring to the Cricketers pond has been confirmed as an algae bloom and is dispersing naturally.

Allotment invoices have been sent out. Inspections are still to be finished. Once these have been carried out I will send out cultivation notices on all that require them.

The seats, bus shelters and railings on The Green have all been painted. I will be seeking somebody to carry out work on the two red telephone boxes once I've had the go ahead from BT that they have become the councils.

I am at present using up some of my time in lieu so will be finishing slightly earlier on some afternoons, opening times will not be affected.

Wednesdays will be my training day for the foreseeable future when I will be completing the modules of my CILCA qualifications. It has to be submitted before the end of December.

I am still looking for cover for the 1st to 12th September. If anyone is able to assist please let me know.

Jan Dawes
Clerk to the Council

New Applications Received Between 01/08/2017 and 20/08/2017

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				
17/1244/FUL	03/08/2017	Freya Clerwley	Mr & Mrs Castelete	Tudor Lodge Commonwood Sarratt WD4 9BA
Proposal : Single storey rear extension				
Observations : The Parish Council has no objection to this application				
17/1386/FUL	03/08/2017	Matthew Roberts	Mr & Mrs Rankin	Unit 3 The Old Barn Micklefield Hall Sarratt Road WD3 6AQ
Proposal : Conversion of old barn into six self contained bedrooms for wedding guest accommodation and associated internal works				
Observations : The parish Council has no objection to this application. However, it would like a condition applied that prevents the use of the building becoming a permanent residential dwelling.				
17/1387/LBC	03/08/2017	Matthew Roberts	Mr & Mrs Rankin	Unit 3 The Old Barn Micklefield Hall Sarratt Road WD3 6AQ
Proposal : Conversion of unit 3 into six self contained bedrooms for wedding guest accommodation and associated internal works				
Observations : The Parish Council has no objection to this application				
17/1466/FUL	03/08/2017	Jake Shiels	Mr D Clough	Church of the Holy Cross Church Lane WD3 6HE
Proposal : Single storey extension to north west elevation, alterations to fenestration include addition of glazing within existing openings and installation of a ramped floor				
Observations : The Parish Council has no objection to this application				
17/1478/FUL	03/08/2017	Suzanne O'Brien	Mr & Mrs Martin	Glensk Quickmoor Lane WD4 9AX
Proposal : Single storey front and side extensions and alterations to roof to include increase in ridge height, front gable projection, front and rear dormers and insertion of rooflights				
Observations : The Parish Council objects to this application on the grounds of over development of the site. It would also like it noted that the site plan is technically incorrect as Glensk and the building adjacent to it should form one property. there is no permission for the illegally used dwelling in the back garden and action should be taken to rectify this situation.				
17/1595/LBC	03/08/2017	Matthew Roberts	Briffa Philips Architects	Little Winch The Common Chipperfield

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

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WD4 9BZ

Proposal : Proposed new gate to existing site access

Observations : The Parish Council has no objection to this application

Applications Received :- 6



List of Payments made between 01/07/2017 and 31/07/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
10/07/2017	VIKING DIRECT	100844	276.12		Stationery
10/07/2017	AUDITING SOLUTIONS	100845	356.40		Internal audit
10/07/2017	TBS Hygiene	100846	132.00		Dog Waste Removal
10/07/2017	HERTS ASSOCIATION	100847	15.00		planning publication
10/07/2017	Rialtas Business Solutions Ltd	100848	139.20		Allotment software
10/07/2017	THREE RIVERS DISTRICT COUNCIL	100849	50.00		Rubbish Removal
10/07/2017	B WHITEWOOD LTD	100850	3,691.20		Groundwork
10/07/2017	SARRATT VILLAGE HALL	100851	149.14		Room hire
10/07/2017	SLCC	100852	200.00		membership
10/07/2017	W Kent	100853	158.40		wages
10/07/2017	J Dawes	100854	1,747.16		Wages
31/07/2017	E.on	100855	117.60		Electricity
31/07/2017	HMRC	100856	4,038.48		Tax & NI
#	#				
#		Total Payments	<u>11,070.70</u>		