



Minutes of the Annual Statutory Meeting of the Sarratt Parish Council held on Tuesday 20th June 2017 in The Village Hall, The Green, Sarratt.

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

Councillor P Thorp

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

34/17 APOLOGIES AND ANNOUNCEMENTS

Apologies for absence were received, recorded and accepted from Councillor D B Rees,

35/17 DECLARATIONS OF INTEREST

There were no declarations of interest in items on the agenda.

36/17 MINUTES

It was proposed by Councillor Mortimer, seconded by Councillor Gell and **RESOLVED** that the minutes of the Annual meeting of the Parish Council held on 9th May 2017 be signed as a true record with the amendment to minute 31/17 to read District Councillor Alex Hayward.

37/17 MATTERS ARISING AND ACTION TRACKER

Arising from minute 11/17 The Clerk was reminded that a review of the subscriptions was needed to be brought to council in July. The Clerk would add this to the action tracker

38/17 REPORTS FROM REPRESENTATIVES TO OTHER BODIES

Councillors Mortimer & Soothill had attended the AGM of the KGV Playing fields. Paul Govier had agreed to remain as Chair and Simon Ashby as Vice. They have recently spent £15,000 on the Tennis Courts. They were given an update on their grant expenditure and would be replacing the chain link fencing around the play area. The Rospa report has been carried out and this has highlighted that attention would be needed on the wooden slide soon. The Tennis Club thanked the Parish Council for its contribution to the refurbishment of the courts.

Action

Clerk

39/17 CLERKS REPORT

The Clerk presented her report. The Clerk was thanked for her work on the High Sheriffs Volunteers Party. The Clerk had attended a course regarding Parish Plans

40/17 LEAD COUNCILLORS REPORT – PLANNING

Councillor Soothill presented the planning report. He would be attending the TRDC Planning Committee on the 22nd June to represent the Council on the Planning applications for Fir Trees and The Mulberry Bush.

41/17 PLANNING APPLICATIONS

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

42/17 DECISIONS

The decisions on the attached sheet were noted.

43/17 LEAD COUNCILLORS REPORT - POLICY & RESOURCES

Councillor Thorp reported that he had met with Councillor Dobson, who would be joining him on the Policy and Resources team. The Clerk was asked to put the grants awarded for this financial year on to the website and an article would be written for Septembers Spotlight to promote the work of the Council.

44/17 FINANCIAL REGULATIONS

The Financial Regulations had been updated to bring in the requirement to advertise contracts that contracts over £25000 comply with The Public Contracts Regulations 2015. The revised regulations had also raised the amount that the Clerk could spend under delegated authority to £500. It was proposed by Councillor Soothill, seconded by Councillor Mortimer and **RESOLVED** that the Financial Regulations 2017 be adopted.

45/17 RECRUITMENT POLICY

The clerk presented a Recruitment Policy to the Council for adoption. It was proposed by Councillor Mortimer, seconded by Councillor Gell and **RESOLVED** that the policy be adopted subject to the agreed changes.

46/17 ACCOUNTS AND AUDIT 2016/17

1. Annual Governance Statement

It was proposed by Councillor Mortimer, Seconded by Councillor Thorp and **RESOLVED** that the Annual Governance Statement 2016/17 be signed.

2. Accounting Statement

It was proposed by Councillor Mortimer, Seconded by Councillor Thorp and **RESOLVED** that the Accounting Statement 2016/17 be signed.

3. Internal Audit

It was proposed by Councillor Mortimer, Seconded by Councillor Turner and **RESOLVED** that the Internal Audit report be accepted. The Clerk would ensure as recommended that copies of all invoices were retained on file.

47/17 APPROVAL OF CHEQUES

It was proposed by Councillor Turner, seconded by Councillor Mortimer and **RESOLVED** that the cheques to the value of £16,675.46 as attached to these minutes be approved.

48/17 LEAD COUNCILLORS REPORT – ENVIRONMENT

Councillor Mortimer reported that the Management Plan meeting had not yet taken place but was due to shortly. The Tuckers Corner gate would be going in as soon as Whitewoods had chance to fit it. The Clerk was asked to order the kissing gate to go in at the bottom of SA30 Councillor Mortimer would obtain permission from the land owner.

The damage to The Green at the Wheatsheaf Cottage entrance would not be able to be completely reinstated. It was agreed that the bollards adjacent Church Lane would be relocated to the corner in this location to prevent further parking and damage being done.

49/17 GREENS & FOOTPATHS

There was nothing to report.

50/17 LEAD COUNCILLORS REPORT – HIGHWAYS

A meeting had been arranged with County Councillor Hayward on 8th July and Councillor Gell would attempt to get a copy of the locality programme. Downer Drive required specialist equipment to carry out repairs. Councillor Gell would add the flooding in Dawes Lane to the hazards list and push to get some action taken to solve the problem. The Clerk had arranged to have the “Unsuitable for HGV!” signs erected around the Parish in the locations advised by Mr Rugg.

51/17 PUBLIC QUESTION TIME

There were none.

52/17 COUNCILLORS QUESTION & COMMENTS AND CORRESPONDENCE

Councillor Mortimer asked if the Council could investigate the purchase of tablets for use in meetings to save on the vast amounts of paper that is sent out.

Councillor Soothill announced that a lot of useful data had been received when compiling the list for the volunteers party.

53/17 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 18th July 2017 at 7.30 pm in the back room of the Village Hall.

The meeting closed at 9.20 pm

Clerks Report June 2017

May was an incredibly busy month due to having two meetings and the need to get out the invitations to the High Sheriffs Garden Party, and the internal audit being carried out. June will be now about the external audit and having a good spring clean in the office and catch up on some of the reading material that is coming out and putting as many outstanding matters to bed.

I attended a training course on neighbourhood planning which proved very interesting and has left me questioning whether there is a real need at this stage for Sarratt to have one.

The fair arrived on Thursday 15th. We had one complaint very early on about a generator being noisy and generating a lot of fumes. The operators have now moved it and I've not at the time of writing this report had any further complaints.

Herts County Council are questioning the amount we charge to trim the footpaths. We charge £25 per hour whilst they pay their other contractors 19 p per metre.

We did a quick calculation on 3 of our footpaths and the results were as follows:-

SA 37	587 m	2 hours work = £50	if done by meterage it would be	£111.53
SA36	358 m	2 hours work = £50	“	£ 68.02
SA10	456 m	2 hours work = £50	“	<u>£ 86.64</u>
				£266.19.

I have contacted HCC and offered to revise our invoice to charge by the metre but I am yet to receive a reply. As a result our footpaths at present are quite overgrown and I am starting to get complaints but until the County agree that we are to continue cutting them I can authorise the work.

I have a further training course booked for next Thursday on Business and Action Plans for Parish Councils.

Holiday Cover

I am still looking for cover for the following dates.

Wednesday 19th July pm 12 til 2.00

Monday 24th July pm 12 til 2.00

Thursday 27th July am 10 til 12.00

Friday 28th July am 10 til 12.00

New Applications Received Between 01/06/2017 and 13/06/2017

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				
17/0697/FUL	07/06/2017	Jake Shields	Church of the Holy Cross	Church of the Holy Cross Church End Sarratt 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			
17/0809/FUL	07/06/2017	Suzanne O'Brien	Mr A Perry	Long Roofs Commonwood WD4 9BA
	Proposal : Single storey rear extension and alterations to roof of existing extension			
	Observations : The Parish Council has no objection to this application			
17/0877/LBC	07/06/2017	Suzanne O'Brien	Mr R Roberts	Goldingtons Church Lane Sarratt WD3 6HE
	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 objections to this application			
17/0884/FUL	07/06/2017	Suzanne O'Brien	Mr & Mrs Mitchell	Little Wheelers The Green Sarratt WD3 6BJ
	Proposal : Demolition of existing single storey extension and outbuildings and erection of new single storey extension, alterations to retained outbuilding to include addition of a canopy and external alterations and alterations to landscaping to include additional hardstanding			
	Observations : The Parish Council has no objection to this application			
17/0904/FUL	07/06/2017	Suzanne O'Brien	Mr & Mrs Viner	Willow Tree Dimmocks Lane Sarratt WD3 6AR
	Proposal : Demolition of existing single storey side projection and construction of new two storey side extension			
	Observations : The Parish Council has no objection to this application provided that the officer is satisfied that the cumulative size of this and the existing extensions does not exceed the limits permitted.			
17/0990/FUL	07/06/2017	Scott Volker	Mr G Sewell	Land adj Old House Lane
	Proposal : Removal of existing livery yard buildings and erection of detached dwelling with parking and garden			

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

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
		Observations :	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.	
17/1001/FUL				
	07/06/2017	Scott Volker	Mr R Noonan	Poplars Templepan Lane Chandlers Cross WD3 4NH
		Proposal :	Insertion of side dormer	
		Observations :	The Parish Council has no objections to this application	
17/1019/FUL				
	07/06/2017	Freya Clewley	Mr P Ward	4 Micklefield Green Cottages Sarratt Road WD3 6AH
		Proposal :	Single storey rear extension	
		Observations :	The Parish Council has no objection to this application	
17/1060/FUL				
	07/06/2017	Scott Volker	Mr & Mrs Wilson	Bucks Hill Bottom House Bucks Hill WD4 9AE
		Proposal :	Demolition of existing single storey lean to extension and construction of single storey extension and glazed link, reinstatement of existing gable, alterations to fenestration and fabric of barn and external alterations to include external stairs and replacement of brick wall with oak post and rail fencing	
		Observations :	The Parish Council has no objections to this application	
17/1066/LBC				
	07/06/2017	Scott Volker	Mr & Mrs Wilson	Bucks Hill Bottom House Bucks Hill WD4 9AE
		Proposal :	Demolition of existing single storey lean to extension and construction of single storey extension and glazed link, reinstatement of existing gable, alterations to fenestration and fabric of barn and external alterations to include external stairs and replacement of brick wall with oak post and rail fencing	
		Observations :	The Parish Council has no objections to this application	
17/1069/PDA				
	07/06/2017	Rob Morgan	Mr N Green	Barn At Dellfield Farm Plough Lane Sarratt WD3
		Proposal :	Change of use of existing agricultural barn to one self contained residential dwelling class C3 and associated works	
		Observations :	The Parish council objects to this application. The adding of the extension should not permitted under the act	
17/1070/FUL				
	07/06/2017	Scott Volker	Mr Michael Grego	Ravenswood Farm Church Lane Sarratt

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

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
				WD3 6HL
		Proposal :	Erection of a single storey building to provide calf pens and implement storage	
		Observations :	The Parish Council has no objection to this application but request that permitted development rights are removed.	
17/1118/FUL				
	07/06/2017	Matthew Roberts	Mr J Scott	Great Wheelers Barn The Green Sarratt WD3 6BJ
		Proposal :	Erection of detached building	
		Observations :	The parish council objects to this application on the grounds that it is a domestic building being built on agricultural land.	
17/1148/FUL				
	13/06/2017	Freya Clewley	Mr & Mrs Close-Smith	Wayside The Green Sarratt WD3 6BH
		Proposal :	Demolition of existing single storey extension, construction of replacement singley stroey extesion and extension to patio	
		Observations :	The Parish Council has no objection to this application	
17/1149/LBC				
	13/06/2017	Freya Clewley	Mr & Mrs Close-Smith	Wayside The Green Sarratt WD3 6BH
		Proposal :	Listed building consent demolition of existing single storey extension, construction of replacement single storey extension and extension to patio	
		Observations :	The Parish Council has no objection to this application	
17/1176/FUL				
	13/06/2017	Suzanne O'Brien	Mr I Jack	Norcott House Commonwood WD4 9BA
		Proposal :	Construction fo detached garage to side of dwelling with first floor level and extension to drive	
		Observations :	The Parish Council has no objection to this application	
17/1207/FUL				
	13/06/2017	Suzanne O'Brien	Mrs B Goodwin	Silfield House The Green Sarratt WD3 6BP
		Proposal :	Proposed single storey rear extension	
		Observations :	The Parish Council supports this application and requests that if officers are minded to refuse this application, it is called into committee.	

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Item No :

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
17/1217/LBC	13/06/2017	Suzanne O'Brien	Mrs B Goodwin	Silfield House The Green WD3 6BP

Proposal : Listed building consent Proposed single storey rear extension

Observations : The Parish Council supports this application.

Applications Received :- 18

NOTIFICATIONS OF PLANNING DECISIONS FROM Three Rivers District Council

Minute Ref

Tue 13 June 2017

District Ref

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

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GRANTED PLANNING PERMISSIONS

07/0625/FUL	Approved	1 Flint Cottages
17/0364/FUL	Approved	36 Church Lane
17/0492/RSP	Approved	The Woodyard
17/0567/FUL	Approved	Scrubbs Cottage
17/0618/FUL	Approved	Cherry Tree Lodge

List of Payments made between 13/04/2017 and 31/05/2017

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
27/04/2017	TBS Hygiene	100812	165.00		dog waste
27/04/2017	Information Commissioner	100813	35.00		subscription
27/04/2017	Eon	100814	171.93		Electricity
27/04/2017	Hertfordshire County Council	100815	62.63		Stationery
27/04/2017	W Kent	100816	32.50		wages
01/05/2017	J Dawes	100817	1,724.21		May wages & Travel
19/05/2017	Ducklings	100818	500.00		Grant
19/05/2017	SARRATT MUSIC FESTIVAL	100819	1,000.00		Grant
19/05/2017	SARRATT CARE	100820	2,200.00		Grant
19/05/2017	Days Charly	100821	200.00		Grant
19/05/2017	Spotlight	100822	352.00		Grant
19/05/2017	PARISH OF HOLY CROSS	100823	2,400.00		Grant
19/05/2017	Cancelled	100824	0.00		Cancelled
19/05/2017	SARRATT VILLAGE HALL	100825	2,500.00		first half grant
19/05/2017	Sarratt Rebels	100827	250.00		grant
19/05/2017	SARRATT MOTHERS & TODDLERS	100827	834.00		grant
25/05/2017	HAPTC	100828	95.00		Training
25/05/2017	Kings Langley Parish Council	100829	97.00		Dog waste bags
25/05/2017	TBS Hygiene	100830	132.00		dog waste
25/05/2017	B WHITEWOOD LTD	100831	1,748.40		Groundwork
25/05/2017	DMH Solutions Ltd	100832	70.80		Risk assessment software upgra
25/05/2017	Hertfordshire County council	100833	79.29		stationery
25/05/2017	VIKING DIRECT	100834	169.54		stationery & postage
26/05/2017	w Kent	100835	110.30		wages
26/05/2017	J Dawes	100836	1,745.86		June wages & expenses
Total Payments			16,675.46		