



Minutes of the Sarratt Parish Annual Statutory Council meeting held remotely
on Tuesday 12th May 2020

Present: Councillor Dobson
Councillor Bloom
Councillor Thorp
Councillor J Gell
Councillor D Rees
Councillor J Rugg
Councillor A Soothill
Councillor S Diggins

In attendance: Mrs C Owen, Clerk to the Council

District Councillor Butler
2 members of the public

Start time 7.30pm

67/20 ELECTION OF CHAIR

It was proposed by Councillor Soothill, seconded by Councillor Rees and **RESOLVED** that Councillor Dobson will take seat as Chair to the Council for year 20/21.

68/20 DECLARATIONS OF ACCEPTANCE OF OFFICE

Due to mandatory social distancing measures it was decided that the Declaration of acceptance of Office will be signed by Clerk and emailed to Chair to sign.

69/20 ELECTION OF VICE CHAIR

It was proposed by Councillor Rugg and seconded by Councillor Thorp and **RESOLVED** that Councillor Bloom will take seat as Vice Chair to the Council for year 20/21.

70/20 APOLOGIES AND ANNOUNCEMENTS

Apologies were received and accepted from Councillor Diggins to attend the meeting late.

71/20 DECLARATIONS OF INTEREST

There were no declarations of interest.

72/20 CO- OPTION OF COUNCILLORS

There have been no Candidates arising from the TRDC advertisement. Therefore it was decided that an advert would be put in the local magazine detailing the available seat. The deadline for expressions of interest is 22nd May.

Note: Councillor Gell joined the remote meeting 19:48

73/20 APPOINTMENT LEAD AND DEPUTY MEMBERS WORKING GROUPS

The following was **RESOLVED** for working group leads and deputies:

- a. **Policy & Resources** – Cllr Thorp. Proposed by Cllr Rees and seconded Cllr Gell.
- b. **Highways** – Cllr Diggins, Dep. Cllr Gell. Proposed by Cllr Rugg and seconded Cllr Bloom.
- c. **Environment** – Cllr Bloom, Dep. Cllr Rugg. Proposed by Cllr Thorp and seconded Cllr Rees.
- d. **Planning** – Cllr Soothill, Dep. Cllr Rees. Proposed by Cllr Rugg and seconded by Cllr Thorp.

74/20 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

The following Councillors were appointed:

- a. **King George V Trustees** – 2 reps: Cllr Rugg and Cllr Rees. Proposed by Cllr Bloom and seconded Cllr Gell.
- b. **Environmental Forum** * – 1 rep: Cllr Bloom. Proposed by Cllr Rees and seconded Cllr Rugg.
- c. **Sarratt Village Hall** – rep: Cllr Soothill. Proposed by Cllr Rugg and seconded Cllr Thorp.
- d. **Days Charity** – 1 rep: Cllr Rees. Proposed by Cllr Rugg and seconded Cllr Thorp.
- e. **London Green Belt Council** - 1 rep: Cllr Gell. Proposed by Cllr Rugg and seconded Cllr Thorp.
- f. **Joint Committee of Parish Councils** – 3 reps: Chair, Vice Chair and Clerk. Proposed by Cllr Rugg and seconded Cllr Thorp.
- g. **HAPTC** – 2 reps: Chair and Clerk. Proposed by Cllr Rugg and seconded Cllr Thorp.
- h. **Chandlers Cross Residents Association** – 1 rep: Cllr Gell. Proposed by Cllr Rugg and seconded Cllr Thorp.

*Action: For Clerk to obtain details regarding the Environmental Forum and report findings to Cllr Bloom.

75/20 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Due to current pandemic and time constraints due to Clerks sickness absence the standing orders and financial regulations will be updated, reviewed and approved at next meeting.

76/20 REVIEW OF ASSET REGISTER

Due to current pandemic and time constraints due to Clerks sickness absence the above register will be updated, reviewed and approved at next meeting.

77/20 REVIEW OF COUNCILS RISK ASSESSMENT REGISTER

Due to current pandemic and time constraints due to Clerks sickness absence the above register will be updated, reviewed and approved at next meeting.

78/20 REVIEW OF COUNCILS MEMBERSHIP OF OTHER BODIES

Due to current pandemic and time constraints due to Clerks sickness absence the above register will be updated, reviewed and approved at next meeting.

79/20 REVIEW OF COUNCILS COMPLAINTS PROCEDURE

Due to current pandemic and time constraints due to Clerks sickness absence the above policy will be updated, reviewed and approved at next meeting.

80/20 REVIEW OF COUNCILS PROCEDURE UNDER FREEDOM OF INFORMATION

Due to current pandemic and time constraints due to Clerks sickness absence the above policy will be updated, reviewed and approved at next meeting.

81/20 REVIEW OF COUNCILS POLICY FOR DEALING WITH PRESS AND MEDIA

Due to current pandemic and time constraints due to Clerks sickness absence the above policy will be updated, reviewed and approved at next meeting.

Note: Councillor Diggins joined meeting at 8.05pm

82/20 MINUTES FROM LAST MEETING

It was proposed by Councillor Soothill and seconded by Councillor Gell and **RESOLVED** that the minutes of the meeting held on Tuesday 21st April 2020 be signed as a true record.

83/20 COVID – 19 UPDATE

Chair reported there had been little change since last meetings update. There are plenty of volunteers in the village and shop deliveries and meals on wheels continue. Approximately 6- 11 food parcels are delivered each week to those within the community who are financially struggling.

84/20 VE DAY UPDATE

Councillor Diggins reported that VE day was yet another casualty of the Covid -19 pandemic and was disappointing all round. VJ day will be the next likely date and Cllr Diggins will keep Council updated on this.

85/20 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL

There were none.

86/20 TO RECEIVE AND NOTE THE CLERKS REPORT

See attached report. Addition to report: End of Year accounts have now been completed and sent electronically to Internal Auditor.

Action – suggestion from Cllr Soothill for Clerk to add Commonwood pond to maintenance schedule.

87/20 ANNUAL PARISH REPORT

Chair reported that all councillors have submitted their end of year reports. Chair will collate these reports and once report is complete it will be circulated to council for review prior to being published on the Council website

88/20 PLANNING – LEAD COUNCILLORS REPORT

No report.

89/20 TO COMMENT ON PLANNING APPLICATIONS

See attached consultee comments.

90/20 TO NOTE PLANNING DECISIONS

Planning decisions noted.

Councillor Rugg commented that under Planning Decisions 90/20 and the refusal of the application to extend off road parking at **Newton Cottage, Poles Hill, Sarratt, WD3 4NR**. Application No: 20/0461/FUL, it can be particularly dangerous on the Poles Hill highway and local residents and visitors vehicles are therefor usually parked on the narrow roads around the Green. This in itself creates potential difficulties for larger or emergency vehicles attempting to access residences in the area

It was agreed that Councillor Butler would raise this with the Officers as this application, had it been approved, could go part way to reducing the increasing problem of parked cars in the Belsize Green area.

91/20 POLICY & RESOURCES – LEAD COUNCILLORS REPORT

Grant cheques have now all been sent. It has been decided that any recipients of grants that have been affected by Covid – 19 pandemic may keep their Grant award and it will be reviewed and taken into account for next year's Grant applications. These reviews will be on a case by case basis.

Councillor Thorp has emailed all Councillors to request feedback on Clerk's performance to date and to recommend any measurable objectives in anticipation for Clerk's yearly Appraisal/Performance review. Comments are to be emailed to Councillor Thorp no later than 20th May.

92/20 BANK MANDATES

Clerk reported that all new signatories for cheque approval have now been approved by the bank and all paperwork for internet banking has been sent and awaiting approval. There are now 4 authorised signatories on the account, Councillor Dobson, Councillor Soothill, Councillor Gell, Councillor Thorp and Councillor Bloom.

Clerk reported that the financial regulations will need to reflect these amendments and new changes regarding internet banking.

93/20 APPROVAL OF CHEQUES

It was proposed by Councillor Soothill, seconded by Councillor Rugg and **RESOLVED** that the cheques to the value of £26,631.10 be approved.

94/20 ENVIRONMENT – LEAD COUNCILLORS REPORT

Councillor Bloom reported that it has been noticed that a lot of plastic cups and rubbish is being left in the vicinity surrounding the Cart and Horses Public House. The public house is serving the community with a great service selling produce and beverages however it is being abused by the consumers. Councillor Bloom will have an informal chat with the landlord to discuss what can be done to avoid the rubbish being left and the lack of social distancing by the consumers that is being reported.

95/20 GREEN /FOOTPATHS

Councillor Rugg updated Council that Lee Tyson from HCC will walk around SPC woodland on his own due to the current social distancing requirements. He will spend the time free of

charge reporting back to SPC his opinion regarding woodland management and the Tree Report provided by Patrick Stileman.

Action:

Councillor Bloom will chase up Joe Brownsell for an estimate for cost of the tree works to be carried out alongside footpaths and roads.

Councillor Bloom will liaise with Clerk regarding P3 request to Julian Thornton at HCC.

96/20 ALLOTMENTS UPDATE

Chair has spent time in Clerks absence updating and producing register for all allotment holders including contact details.

At present there are 2 allotments vacant and Andrew Whitewood will provide an estimate to have these plots cleared and rotavated ready for allocation.

Chair proposed that an increase in rental fees for next financial year could be considered and to include a deposit for new allotment holders.

It was decided that to enable a decision to be resolved, the following details need to be bought to Council:

- 1) Allotment rental fees in surrounding areas to provide benchmark figure
- 2) Yearly cost for allotment maintenance
- 3) Legal issues surrounding allotment rentals/tenancy agreements/allocations

In the meantime allotment rents will remain as £10 per year for this financial year and the Clerk could now proceed with issuing the tenancy agreements and rent invoices for 2020/21.

97/20 HIGHWAYS – LEAD COUNCILLORS REPORT

Councillor Gell reported that works will be carried out on Church Lane 6-7th July.

Redhall Lane will have a road closure for aftercare works 21-25th May.

North Hill will have a road closure for routine maintenance 31st May – 6th June.

Red Lion Lane – 18th- 20th August for Gas works.

The VAR sign at Bucks Hill has now been relocated to a new position.

98/20 PUBLIC QUESTION TIME

No questions.

99/20 COUNCILLORS QUESTIONS & COMMENTS

Councillor Bloom reported that a letter has been received from a resident regarding ball games on Commonwood Common. Chair and Councillor Soothill have replied and awaiting response. Copy of correspondence available on request.

Chair reported that a donation has been of £10,000 has been offered by Mr Kahn of Chandler Cross to the Parish Council. All councillors to email suggestions for what it could be used for.

This donation will be discussed and suggestions put to Council at next meeting.

Meeting finished : 21.30

