

SARRATT PARISH COUNCIL  
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**Minutes of the Annual Statutory Meeting of Sarratt Parish Council held on  
10<sup>th</sup> May 2022**

In attendance: Cllrs: Sarah Dobson  
John Rugg  
John Gell  
Simon Diggins  
Michael Lowry  
Angela Coakley  
Iain Christie  
Flo Garvey

Also present: District Council Philip Hearn  
2 members of the public

**362/22 ELECTION OF THE CHAIR**

Cllr Sarah Dobson was re-elected as Chair.

**363/22 DECLARATION OF ACCEPTANCE OF OFFICE (CHAIR)**

Cllr Sarah Dobson signed the Declaration of Acceptance.

**364/22 ELECTION OF VICE CHAIR**

Cllr John Rugg was re-elected as Vice Chair. It was noted that Cllr Rugg will continue in post for one more year. SPC will be seeking another Vice Chair as John's replacement before this time to ensure a smooth handover of responsibilities. Those Councillors interested in the position should contact the Chair.

**365/22 DECLARATION OF ACCEPTANCE OF OFFICE (VICE CHAIR)**

Cllr John Rugg signed the Declaration of Acceptance.

**366/22 APOLOGIES AND ANNOUNCEMENTS.**

Apologies from Cllr Farman who was unwell but submitted his preparation for the Planning agenda items for the Chair to present.

Cllr Dobson spoke of the recent and sad passing of former Cllr Dave Rees, who had served on Sarratt Parish Council for 34 years until his retirement from Council last year. The Village Flag will be flown at half-mast on the day of his funeral which Cllr Dobson will attend on behalf of SPC and will share the date of the funeral once known.

Cllr Dobson also welcomed new District Councillor Philip Hearn to his first Sarratt Parish Council meeting. Philip won his seat as a Conservative in the TRDC elections at the beginning of the month and now represents Sarratt along with Conservative District Cllrs Ciaran Reed and Alison Wall.

**367/22      DECLARATIONS OF INTEREST**

No declarations of interest.

**368/22      APPOINTMENT OF LEAD AND DEPUTY MEMBERS OF WORKING GROUPS.**

**POLICY & RESOURCES** - Cllr Lowry will continue as Lead Councillor, supported by Cllr Dobson as Chair.

**PLANNING** - Cllr Farman will continue as Lead Councillor with Cllr Christie stepping forward to support as Deputy Lead Councillor.

**ENVIRONMENT** - Cllr Rugg is happy to continue as Councillor for the Environment. It was noted we do not have a Lead Councillor for this role since former Cllr Nick Mortimer vacated this role. Cllr Dobson thanked Cllr Rugg for continuing to act in this capacity.

**SUSTAINABILITY** - Cllr Garvey will continue as Lead Councillor.

Cllr Coakley volunteered her support on both the Environment and Sustainability agendas. Going forwards her help / support will be sought by Cllrs Rugg & Garvey.

**HIGHWAYS** - Cllr Diggins will continue as Lead Councillor with Cllr Gell as Deputy Lead Councillor

Proposed: Cllr Garvey; Seconded: Cllr Gell

**369/22      APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

**KING GEORGE V MANAGEMENT TRUSTEES** - It was noted SPC are entitled to 2 trustee positions, but only hold one presently since former Cllr Mortimer left SPC. Cllr Rugg will continue as one of the representatives, but another is urgently required, especially as Cllr Rugg will be stepping down next May. Cllr Diggins stated he is too busy at the present time to be formally involved but will support on an ad hoc basis. Chair asked any Councillors interested in representing SPC on the KGV Committee to let her know.

**TRDC ENVIRONMENT FORUM** - Cllr Garvey.

**SARRATT VILLAGE HALL** - Cllr Gell.

**DAYS CHARITY** - Cllr Gell agreed to take on this role which had previously been covered by former Cllr Dave Rees when he was a member of Council and as an informal role after his retirement from SPC.

**LONDON GREEN BELT COUNCIL** - Cllr Gell.

**CHORLEYWOOD AND SARRATT LOCAL AREA FORUM** - the Chair and Clerk.

**JOINT COMMITTEE OF PARISH COUNCILS** - the Chair, Vice Chair and Clerk.

**HAPTC** – Clerk.

**CHANDLERS CROSS RESIDENTS ASSOCIATION** - Cllr Gell.

**SCCF** - Cllr Coakley.

**YOUTH GROUP** - Cllr Garvey.

**SUSTAINABLE SARRATT** - Cllr Garvey.

**NEIGHBOURHOOD PLAN** - Cllr Farman.

**HOLY CROSS PCC** - Cllr Coakley

Proposed: Cllr Rugg; Seconded: Cllr Diggins

### **370/22 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

There were no comments on the Standing Orders which were approved.

The Chair made a few minor comments on the Financial Regulations, which were last reviewed in March 2022, following some necessary amendments that were required at the time:

- Change of date on page 1 of the Regulations
- A 3-year budget forecast is something to think about going forwards. Cllr Rugg noted we have this projection already for the asset maintenance costs.
- Amend how bank details are received to - email as well as hard copy.

Subject to these amendments the Financial Regulations were approved.

Proposed: Cllr Coakley; Seconded: Cllr Christie

**ACTION:** Clerk to arrange for the Standing Orders and updated Finance Regulations to be circulated to all Councillors for their files and uploaded onto the SPC website once final versions dated May 2022 have been received from Cllr Lowry.

### **271/22 TO APPROVE THE SCHEDULE OF MEETINGS FOR 22/23**

Subject to the addition of the Annual Parish Meeting on Tuesday 26 April 2023, and to note the meeting on 9 May 2023 would be the Annual Statutory Meeting, the schedule of meetings was approved.

Proposed: Cllr Diggins; Seconded: Cllr Garvey

**ACTION:** Clerk to make the amendments above and then issue the updated meeting schedule to all Councillors and arrange for it to be displayed on the SPC website and noticeboard

**272/22 MINUTES**

The following amendments to the Minutes of the Council Meeting held on 12 April 2022 were raised:

- Chess Valley Strategic Water Project should read Chess Valley Special Water Project
- Amendment advised by Cllr Rugg to the action documented in the last minutes on the outcome of the meeting on KGV regarding the Deed of Variation proposed. (see email sent prior to this meeting for details)
- Duplicated Part II to be removed

Subject to these amendments the Minutes were approved as an accurate account of the meeting.

Proposed: Cllr Diggins; Seconded: Cllr Gell

**ACTION:** Clerk to make the amendments, send a copy of the final minutes to all Councillors, print a final copy for signature by the Chair and arrange for a copy, minus the Part 2 to be displayed on the SPC website

The Minutes of the Annual Parish Meeting held on 26 April 2022 were approved as an accurate account of the meeting.

Proposed: Cllr Lowry; Seconded: Cllr Garvey

**273/22 PUBLIC QUESTION TIME**

No questions

**274/22 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL**

Cllr Garvey attended a Waste Aware meeting. The main focus was food waste, which is a massive contributor to environmental pollutants, particularly methane. The impact is across the whole food supply chain from fertilizers to transport, refrigeration and packaging. On average one in every 3 bags of shopping will be thrown away. TRDC have been nominated as a pilot council to run a scheme of avoidable waste. They will analyse every item in the general waste bins, where a lot of food waste ends up. They're aiming for a 20% reduction of food waste. SPC should encourage parishioners to control their food waste.

**375/22 CLERK/RFO REPORT**

See papers for the meeting and Action Log.

**376/22 ACTION LOG**

The Action Log was reviewed. Completed items will be removed and updates and new actions from the meeting will be added.

**Updates:**

- 284/21: Locate information about servicing of defibrillators and find a company who can carry out the work – the Clerk has located a contact at the British Heart Foundation who should be able to provide SPC with the code for the defibrillator situated outside the Parish Office door. We now have the code for the KGV defibrillator.
- 288/21: Cllr Garvey is now waiting the KGV Committee's thoughts on the siting of EV charging points which they are supportive of.
- 330/22: May Fair – the Clerk is to refund their deposit cheque as the Green appears to have been left in good order.
- 333/22: Consult the Clerk's Forum and HAPTC about the protocols involved in flying the Ukrainian Flag from the flagpole at the war memorial – As there is no protocol for flying the Ukrainian Flag, it was decided that there will be an announcement in Spotlight alerting the Village that the Ukrainian Flag is to be flown, after the Union Jack is lowered after the Queen's Platinum Jubilee for a set period.
- 334/22: The Clerk will cancel the latest order to Sign of the Times for the next batch of 3 fingerposts. Photographs of the cracked posts received in the last order in October 2021 will be sent to the supplier to discuss a refund. The Clerk will continue to investigate improved ways of repairing the split finger posts after a meeting with Sign of the Times, their joiner, Andrew Whitewood and the Clerk elicited an offer of repair which SPC is not entirely satisfied with.
- 341/22: Awaiting the delivery of two bins from KBS Depot Ltd – bins received, and we are very happy with the quality.

#### **New Actions:**

- Information on putting in place a tendering system for use at SPC:  
**ACTION:** Cllr Rugg to provide details.
- Office Printer replacement – Agreed A3 printing is not essential. A more cost-effective printer than the £500 printer suggested by our IT support contractor to be identified.  
**ACTION:** Clerk and Cllr Lowry
- All Councillors should read through the Code of Conduct and complete any declarations of interest contained in the appendix  
**ACTION:** Clerk to distribute the Code of Conduct to all Councillors for completion / nil return.
- Cllrs Farman and Christie to attend the planning training for the TRDC Planning Committee members as observers.  
**ACTION:** Clerk to secure a place for Cllr Christie.

## **PLANNING**

### **277/22 LEAD COUNCILLORS REPORT**

In response to a question from District Cllr Hearn, the Chair explained one element of the Sarratt Neighbourhood Plan was to preserve and increase the stock of smaller more affordable properties in the Parish, mainly 1, 2 and 3 bed houses. The stock of which has been eroded over recent years as smaller

properties have been expanded into 4 & 5 bed dwelling via permitted development or full planning applications. SPC has recently introduced a planning decision framework based on the findings of the Neighbourhood Plan Working Group to date, and SPC's own 2018 Parish Survey. The Chair also explained the stage the Sarratt Neighbourhood Plan Working Group had reached in the process and that although independent from SPC there were strong lines of communication.

Cllr Diggins shared that he had been approached by one of the teachers at the Mulberry Bush 'forest school', and will pass her contact details onto Cllr Farman

Sue Clark from Goldingtons has written again about the occupation of the barn at Ravenswood Farm. As her letter was addressed to the Chair, Cllr Dobson will respond after receiving an update from the TRDC Enforcement Team Leader, Matthew Roberts. An email has already been sent to Matthew.

## **278/22 TO COMMENT ON PLANNING APPLICATIONS**

Only one this month:

**22/0650/PDT- Hollymead, Bucks Hill, Kings Langley, Hertfordshire, WD4 9AT -** Prior approval: Enlargement of the dwellinghouse by the construction of one additional storey (3.014m in height) and raising of ridge to result in an overall height of 7.814m (Class AA)

*SPC Comment: Noted. However, this is a significant enlargement of this property in the Green Belt, that will generate another large house in an area that already has enough properties of this size for the identified housing needs.*

## **279/22 TO NOTE PLANNING DECISIONS**

- **22/0359/CLPD: Ramillies, The Green, Sarratt, WD3 6AY** - Certificate of Lawfulness Proposed Development: Construction of a detached ancillary building  
*SPC: Noted. SPC request that as the Ramillies property is in the Conservation area, that any restrictions on development are checked as well as reinforcing access and other restrictions to ensure this building remains ancillary to the main property.*  
*TRDC: Refused (The proposed outbuilding would be located on a parcel of land which is of markedly different character to the garden area immediately to the rear of the dwellinghouse and also is located at a significant distance from the dwellinghouse...)*
- **22/0281/FUL: 2 Park Cottages, New Road, Sarratt, WD3 6HD** - Demolition of existing outbuilding, erection of a single storey rear extension, alterations to fenestration including replacement flank windows and double doors to front elevation and raised terrace  
*SPC: SPC have no objection to this development. We have, however, deviated from our own planning checklist but have traded off encroachment on the Green*

*Belt with environmentally improved heating.*

*TRDC: Approved*

- **22/0271/FUL: Little Paddock, Little Windmill Hill, Chipperfield WD4 9DG**  
-Construction of raised patio and installation of new window/doors  
*SPC: No Objection TRDC: Approved*
- **22/0222/DIS: Church Of The Holy Cross, Church Lane, Sarratt, WD3 6HE -**  
Discharge of Condition 3 (Archaeological Method Statement) pursuant to 20/1216/FUL  
*TRDC: Conditions successfully discharged*
- **22/0197/FUL: 27 Church Lane, Sarratt, WD3 6HN -** Extension to existing driveway and landscape alterations  
*SPC: No Objections TRDC: Approved*
- **22/0108/FUL: Pennyfields, The Green, Sarratt, WD3 6AT -** Single storey rear extension  
*SPC: Strongly object on the basis that this site has not undertaken previous requirements and this application would constitute over development in the green belt and the conservation area.*  
*TRDC: Refused*
- **22/0063/LBC: Sarratt House, The Green, Sarratt, WD3 6BL -** Listed Building Consent: Refurbishment of windows, repairs to guttering, repairs to railings, replacement windows, single storey rear extension and removal of chimney breast  
*SPC: Object – SPC welcome the investment to renovate this historic building, however on the basis that from the available submitted information it is not apparently possible to assess how closely the replacement windows will match the existing look and design*  
*TRDC: Withdrawn*
- **22/0062/FUL: Sarratt House, The Green, Sarratt, WD3 6BL -** Refurbishment of windows, repairs to guttering, repairs to railings, replacement windows, single storey rear extension and removal of chimney breast  
*SPC: No Objection – although there is a modest extension to this listed building, SPC welcome the investment sensitively improve this building. Information on the look and materials of the extension is sparse in the submitted documents so we request that efforts are made to ensure this is in keep with this listed building.*  
*TRDC: Withdrawn*
- **22/0440/CLPD: Hill Brow, Bragmans Lane, Sarratt, WD3 4FR -** Certificate of Lawfulness Proposed Development: Demolition of existing single storey rear extension and conservatory, and construction of two storey rear extension, single storey rear/side extension, new roof to existing side extension, changes to fenestration, heat pump and insulated render cladding  
*SPC: Noted TRDC: Approved*
- **22/0403/CLED: Land At Rear Of 47 Church Lane, Sarratt, WD3 6HN -** Certificate of Lawfulness Existing Use: Change of use of land and associated buildings as a commercial wholesaler  
*SPC: Noted TRDC: Refused (due to lack of and conflicting information submitted)*
- **22/0289/FUL: Crestyl, Dimmocks Lane, Sarratt, WD3 6AR -** Demolition of existing roof and construction of new roof to facilitate roof level accommodation

including increase in ridge height, dormer windows and rooflights, construction of front porch, alterations to external materials and alterations to fenestration  
*SPC: No objection – SPC support this application as an option that fits better with the surrounding dwellings when compared with the previously approved permitted development application. If officers are minded to refuse this application we request this application is brought to the planning committee.*  
*TRDC: Approved*

## **ENVIRONMENT**

### **280/22 COUNCILLORS REPORT**

- 10-year woodland management plan – Cllr Rugg advised we are still waiting to hear from the Forestry Commission whether our grant application and associated felling license has been successful. Although Cllr Rugg noted Chorleywood have just had their felling licence application approved. They applied for this 3 months before SPC's application went in. Cllr Rugg also noted we need to get the correct registration details and process in place to be ready to invoice the Forestry Commission for work undertaken which will then be reclaimed from the grant. 4 Years ago this did not happened and SPC lost out to the tune of ca. £5,000 in grant monies.
- Ash Trees at the bottom of Commonwood / Red Lion Lane – Cllr Christie has assisted SPC with obtaining legal advice, which should be received soon. Cllr Rugg advised the Herts & Middx Wildlife Trust (HMWT) have confirmed that this small section of Commonwood was not included in the original survey in the 1990's and is therefore not, as we thought, part of the designated Wild Life Site (WLS). Astrid Biddle from HMWT will soon be undertaking a survey of the area and if it meets the necessary criteria it will be added to the existing WLS.
- A resident adjacent to Sarrrt Green has experienced issues with intermittent internet reception. The Openreach engineer had suggested the numerous trees between the pole and the house were likely to be creating a problem and the overhead cable and the trees should be cut back. Some of the trees are on the Green and are SPC's responsibility, others appear to be on the resident's land. All the trees are located within the conservation area and permission to undertake wok on them is required from the District Council. It has been suggested to the householder that if the overhead cable has been damaged due to rubbing on branches creating an intermittent fault, then it will likely need replacing as well as trimming the trees. The Clerk has written to the resident advising this. The Clerk will be discussing with Julie Rees, Tree Officer at TRDC, as to whether a blanket application for a series of trees is possible rather than a separate application for individual trees.
- The Pond renovations – SPC will look to approach the Chess Valley Special Water Project for a grant. Cllr Dobson also suggested approaching County Cllr



Phil Williams for support from his Highways Locality Budget, given it is believed run off of road water is contaminating the pond.

- The RoW Footpath 36 from Rose Hall to Valley Farm is blocked and has been for some time with walkers diverted along the main track down through the valley. Although there have been recent reports that this has now also been blocked, but to be confirmed. The HCC RoW team has suggested SPC approach Mr Higgs as the tenant farmer to re-open the original footpath. Following a discussion it was felt it is not SPC's responsibility to do this – rather it is the responsibility of the HCC RoW team. It was also suggested that a more sensible option might be to propose to the HCC RoW team that rather than pursuing a course of action to re-open Footpath 36 that is likely to be long and difficult, that the farm track is established as a permissive track given this has already become the default route for walkers.

**ACTION:** The Clerk to ask Julian Thornton from the HCC RoW team to ask the HCC Enforcement Officer to contact Mr Higgs with reference to the blocked footpath, and the possible solution proposed by SPC.

## 281/22 SUSTAINABILITY REPORT

- On 29 April students from Merchant Taylors cleared Allotment 40, such that it is now available to rent.  
**ACTION:** Cllr Garvey to send a letter of thanks to MTs on SPC headed paper.
- The work undertaken by the team from Mission Employable to clear the allotment pond has been amazing. So much so, there are now tadpoles in the pond.
- Bike racks – the KGV Committee are supportive of having these installed at the playing fields (exact location tbc). SCCF have offered to pay for them, and SPC agreed at the meeting to pay for their installation subject to this being a reasonable amount and an estimate for the installation being provided first.  
**ACTION:** Clerk to approach Andrew Whitewood in the first instance for a quote with support from Cllr Garvey on the number, design and location.
- Cllr Garvey noted she had not yet had chance to do any more work on footpath diversions in a couple of key areas to link up adjacent footpaths and so avoid walkers having to traverse main roads to move from one footpath to another.
- Tree at the entrance of the village – go ahead given by the HCC Chair, but now it's too late to plant this season and planting will go ahead in the Autumn.
- The field at the rear of Cakebread Cottage, and the recent introduction of cattle was raised. Complaints have been received about young calves chasing walkers or blocking the gates accessing this field. It's not clear who owns the field or the cattle. So, if any Councillors can shed light on this, they should notify the Clerk.
- A concern was also raised by a resident regarding the increase of activity, livestock and buildings being established in the field at the bottom of New Road on the Sarratt side of the River Chess. SPC will monitor the situation.
- Defibrillator at the Chipperfield end of the village - a concerned resident would like to install one at their own cost on the outside of their property.

Can SPC put it on their new defibrillator service contract? – Council felt that whilst a defibrillator at that end of the Village could be a good thing, it was agreed that if SPC took on responsibility for the servicing the defibrillator it should be owned by SPC and be on its Asset Register. As such a better solution might be for the resident to make a donation which SPC could use to buy a defibrillator which it would then own and maintain, but could be located on their property providing it was accessible to the public. There would also need to be a formal agreement that should the property be sold, SPC would have the right to remove the equipment should the new owner not want it on their property. **ACTION:** Clerk to contact the residents with this suggestion.

- Cllr Diggins raised the suggestion of a “No Mow May” on SPC land and the wider Parish for consideration. Concern was raised about the impact this may have on hayfever sufferers. It was eventually agreed that this should be considered for next May post departure of the May Fair providing the May Fair took place on the first May bank holiday weekend. Notices would be put up advising Parishioners this was a deliberate act by SPC to not mow Sarratt Green as part of the “No Mow May” initiative.
- Cllr Garvey noted how very little rain had fallen in May and therefore water conservation was a serious matter.

## **POLICY & RESOURCES**

### **282/22 LEAD COUNCILLORS REPORT**

- Cllr Lowry shared the Bank Reconciliation for April and advised expenditure and payments are in line with past years.
- The Year End is nearly finished – with reserves still at £15,070. Cllr Lowry would like to close the 21/22 financial year in the next week.
- The formal Annual Governance and Annual Return (AGAR) needs to be signed off at the June meeting, following the Internal and External Auditors reports. This will include explaining where there are differences versus the previous year greater than 10%.
- The first half year precept for 22/23 has been received.
- Grants will be paid out this month.

### **283/22 APPROVAL OF PAYMENTS**

Internet banking transactions to the sum of £6,543.47 were approved.  
Proposed: Cllr Rugg; Seconded: Cllr Gell

### **284/22 TO RESOLVE THE NOMENCLATURE OF THE 2022 MINUTES**

The Chair tabled this agenda item to make Council aware the agenda numbering system should have been re-set at the beginning of 2022, such that the first agenda item in January was 001/22. Instead, the numbering had continued over from 2021. The mistake was recognised, and Council agreed rather than re-issue

the minutes from the first 5 months of 2022, it would continue with the current agenda item numbering until the end of 2022 and then re-set in 2023.  
Proposed: Cllr Diggins; Seconded Cllr Lowry

## **HIGHWAYS**

### **285/22 LEAD COUNCILLORS REPORT**

- Meeting with Woodland Trust next month (JUNE) – to try to resolve the flooding in Red Hall Lane. York House School have been very supportive and hopefully HCC Highways will be able to attend as well.
- In response to a suggestion from a resident to expand the 30mph speed limit to other roads in the Parish, it was noted that a Traffic Regulation Order is required to do this, although we can choose to reduce the speed limit from the National Limit of 60mph prevailing on some roads to 40mph, though this is not enforceable by the Police. People also respond to the Smiley Face sign. Cllr Diggins suggested a period of observation and consultation on this, publicised in the SPC Minutes, Spotlight, the Village Shop and the SPC and Village web sites, would be appropriate. Cllr Diggins to lead on this and keep Council updated.
- River Chess Special Water Project – further meeting next week to confirm the community engagement fund and one other fund meant for farmers. Cllr Diggins will provide a report after the meeting. Funding applications open in June.

### **286/22 CORRESPONDENCE**

See above for discussion on the letter from Sue Clark.

### **287/22 COUNCILLORS QUESTIONS & COMMENTS**

In response to a request from the Chair, Cllr Coakley provided an update on the Queen's Platinum Jubilee Picnic plans:

- SPC will provide a photograph for posterity – a photographer has already been identified.
- There is not a wet weather plan, as the Village Hall is already booked – so fingers crossed the weather is dry.
- No disposable Barbeques can be used at the picnic, but larger free-standing gas barbeques that won't damage the Green will be allowed.
- There are to be no road closures.
- The Green is to be mown before the event, especially in the area planned for tennis.

### **288/22 DATE OF NEXT MEETING AND ITEMS REQUESTED TO BE PUT ON NEXT AGENDA**

The date of the next meeting will be Tuesday 14 June 2022.

### **289/22 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.

Proposed: Cllr Diggins; Seconded: Cllr Rugg

Meeting Closed: 10:20