

SARRATT PARISH COUNCIL  
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**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD IN SARRATT VILLAGE HALL  
ON TUESDAY 9<sup>th</sup> MAY 2023**

**Councillors:** Michael Lowry  
Angela Coakley  
Sarah Dobson

**In attendance:** District Councillor Reed  
2 members of the public  
Lena Mortimer, Clerk to the Council

**23/112 ELECTION OF CHAIR OF THE COUNCIL**

The Chair for 22/23 advised that as only 6 nomination papers had been received for the Parish Council election on 4 May 2023, TRDC had declared the election uncontested and Cllrs Dobson, Lowry, Coakley, Farman and Garvey were duly re-elected to the Sarratt Ward, and Cllr Diggins re-elected to the Grove Ward. This left 3 vacancies for the position of Councillor which could now be filled by co-option. Notices would be put on the SPC noticeboard and website and in the Village Shop. Most pressing was filling the vacancies for the Environment agenda.

Cllr Coakley proposed and Cllr Lowry seconded election of Cllr Dobson as Chair for the Year 2023/24. The Chair signed the Declaration of Acceptance of Office.

**23/113 ELECTION OF VICE CHAIR OF THE COUNCIL**

Cllr Dobson proposed, and Cllr Lowry seconded, electing Cllr Coakley as the Vice Chair.

**23/114 APOLOGIES AND ABSENCE**

Apologies were received in advance from Cllrs Diggins, Farman and Garvey. There were no announcements.

### **23/115 DECLARATIONS OF INTEREST AND DISPENSATIONS**

No declarations of interest were received from the Councillors.

### **23/116 APPOINTMENT OF LEAD AND DEPUTY MEMBERS OF WORKING GROUPS**

The following appointments were proposed:

POLICY AND RESOURCES: Cllr Lowry

PLANNING: Cllr Farman

ENVIRONMENT: Vacant

SUSTAINABILITY: To confirm with Cllr Garvey if she wishes to continue in this role

HIGHWAYS: To confirm with Cllr Simon Diggins if he wishes to continue in this role

Proposed: Cllr Lowry; Seconded: Cllr Coakley

### **23/117 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

The following appointments were proposed:

KGV MANAGEMENT TRUSTEES (2 representatives): To confirm with Cllr Simon Diggins if he wishes to continue in this role. The second position will be shared between Cllrs Dobson and Coakley. Former Cllr Rugg will continue on the committee as a Management Trustee.

LAND MANAGEMENT PLAN SUB-COMMITTEE: Cllr Garvey, former Cllr Rugg, Mr Stephen Morrell and the Clerk, Lena Mortimer.

ENVIRONMENTAL FORUM: To confirm with Cllr Garvey if she wishes to continue in this role.

SARRATT VILLAGE HALL COMMITTEE: Cllr Lowry

DAYS CHARITY: Cllr Coakley

LONDON GREEN BELT COUNCIL: It was agreed not to elect a Councillor to this body and that David Zerny from the Chandlers Cross Residents Association who is a member would provide a link for SPC as needed.

TRDC JOINT COMMITTEE OF PARISH COUNCILS: Cllrs Dobson and Coakley, plus the Clerk Lena Mortimer

HAPTC: Clerk Lena Mortimer

CHANDLERS CROSS RESIDENTS ASSOCIATION: It was agreed not to elect a Councillor to this body and that David Zerny from the Chandlers Cross Residents Association who is a member would provide a link for SPC as needed.

SCCF: Cllr Coakley

CHURCH PCC: Cllr Coakley

Proposed: Cllr Lowry; Seconded: Cllr Coakley

### **23/118 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**

Cllr Dobson proposed the adoption of the updated version of the above documents.

Proposed: Cllr Coakley; Seconded: Cllr Lowry

It was noted that the Clerk as a new appointee is undertaking the necessary training for her CiLCA qualification and during this period shall be mentored and assisted in both the performance of the RFO role and the undertaking of RFO's financial duties by the Lead Councillor for Policy and Resources.

**23/119 REVIEW OF THE COUNCIL'S ASSET MANAGEMENT POLICY, ASSET REGISTER AND MAINTENANCE SCHEDULE**

It was proposed to adopt the updated Asset Management Policy and Asset Register. The Maintenance Schedule will be updated at the end of summer 2023, ahead of preparing the budget for the next year financial year, 2023/24. The Clerk will follow this up with Andrew Whitewood, Council Contractor.

Proposed: Cllr Lowry; Seconded: Cllr Coakley

It was noted the KGV assets will be apportioned in the new accounting year. SPC own the playground equipment which is insured by the Council.

**23/120 TO APPROVE THE SCHEDULE OF MEETINGS FOR 23/24**

The proposed dates were agreed, and the following noted:

The 30 April 2024 meeting to be recorded as the Annual Parish Meeting.

The 14 May 2024 meeting to be recorded as the Annual Parish Council Meeting

Proposed: Cllr Coakley; Seconded: Cllr Lowry

**23/121 MINUTES OF THE COUNCIL MEETING HELD ON THE APRIL 11<sup>th</sup> 2023**

The minutes were agreed as a true and accurate account of the meeting subject to the following amendments:

23/91 – amend cards to cars

23/95 – amend ca. £7,000 to “ca. £13,000 for the 22/23 financial year, funded from reserves”.

Proposed Cllr Coakley; Seconded: Cllr Lowry

**23/122 PUBLIC QUESTION TIME**

There were no questions.

**23/123 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL.**

There were no such reports.

**23/124 CLERK'S ACTIVITIES REPORT**

- A thorough discussion of the acquisition and siting of a defibrillator at the north end of the Village was engaged in, and it was decided to take the least expensive and least complex option. A footpath marker should be arranged to make finding the Defib easy to locate. The Clerk will reinstate the maintenance contract with Catapult Services.
- Update on Sign of the Times, fingerposts – they have been removed to be resurfaced, by an apologetic manufacturer.
- The forthcoming internal audit will take place on 24 May.
- Parking at drop off and pick up time at the school has been addressed by the Head and the PCSOs, as requested. Signage has been erected on the Green outside the Cricketers.
- Allotment receipts have been prompt and almost entirely received. No out of Sarratt resident may have more than 2 plots, as stated in the Allotments Policy. The Clerk to write to an out-of-parish tenant making him aware of this fact.
- Discussion of extra signage for SPC. The Clerk has observed that the SPC noticeboard is rarely read by Parishioners, so an extra small sign is proposed to be placed outside the Village Shop. This might be used for notices of forthcoming events or urgent messages. The Clerk is to research an appropriate design. Also, to look at the Parish Council Board at the Bus Stop as a location for notices. More highlights in Spotlight.
- The Clerk to circulate the National Lottery Bid for the Cricketer's Pond to Council.

## **PLANNING**

### **23/125 LEAD COUNCILLORS REPORT**

There was nothing of note to report.

### **23/126 TO COMMENT ON PLANNING APPLICATIONS**

The following comments were made on recent planning applications

- [Demolition of existing outbuildings and partial demolition of existing annexe and renovation of existing annex with associated alterations and fenestration works; construction of single storey front and side extensions with a sedum roof to main dwelling and rear rooflights; alterations to fenestration works and external materials including timber cladding and stone wall.](#)

The Spinney Dawes Lane Sarratt Rickmansworth Hertfordshire WD3 6BQ. Ref. No: 23/0682/FUL

SPC comment – No objection. If approved we would like to encourage the applicant to use the opportunity of the changes to these buildings to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.

- [Certificate of Lawfulness Proposed Development: Loft conversion including alterations to the roof form including side dormer and rear fixed window.](#)  
Green End Cottage 93 Church Lane Sarratt Rickmansworth Hertfordshire WD3 6HH. Ref. No: 23/0593/CLPD  
SPC comment – No objection, assuming the LPA will check for any potential overlooking and light issues. If approved, we would like to encourage the applicant to use the opportunity of the change to the building to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.
- [Demolition of existing stable buildings and construction of replacement stable buildings](#)  
Corner House Redhall Lane Chandlers Cross Rickmansworth Hertfordshire WD3 4LX. Ref. No: 23/0521/FUL  
SPC comment – No objection
- [Demolition of existing garden building and construction of single storey rear extension](#)  
Wheeler's Cottage The Green Sarratt Rickmansworth Hertfordshire WD3 6BJ. Ref. No: 23/0517/FUL  
SPC comment – No objection. If approved we would like to encourage the applicant to use the opportunity of the change to the building to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.

## **23/127 TO NOTE PLANNING DECISIONS**

- [Certificate of Lawfulness Proposed Development: Demolition of existing conservatory and single storey rear projection and construction of single storey rear extension](#)  
Griffins Flaunden Lane Belsize Rickmansworth Hertfordshire WD3 4NS Ref. No: 23/0399/CLPD  
SPC: No objection. We would like to encourage the applicant to use the opportunity of this change to the building to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.  
TRDC: Withdrawn
- [Construction of single-storey side and rear infill extension, enlargement of dormer window and internal alterations](#)  
Framptons Commonwood Sarratt Kings Langley Hertfordshire WD4 9BA Ref. No: 23/0359/FUL  
SPC: No objection. We would like to encourage the applicant to use the opportunity of this change to the building to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.  
TRDC: Approved

- [Certificate of Lawfulness Proposed Development: Loft conversion including dormer window and rooflights to existing outbuilding](#)  
Framptons Commonwood Sarratt Kings Langley Hertfordshire WD4 9BA Ref. No: 23/0358/CLPD  
SPC: No objection. We would like to encourage the applicant to use the opportunity of this change to the building to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.  
TRDC: Withdrawn
- [Certificate of Lawfulness Proposed Development: Demolition of single storey rear projection and loft conversion including hip to gable roof extension with front and rear rooflights, side window and rear solar panels](#)  
Griffins Flaunden Lane Belsize Rickmansworth Hertfordshire WD3 4NS Ref. No: 23/0355/CLPD  
SPC: No objection. We would like to encourage the applicant to use the opportunity of this change to the building to significantly increase the energy efficiency of the construction beyond the requirements set by building regulations.  
TRDC: Approved
- [Demolition of existing buildings and construction of three, two storey detached dwellings with associated parking and landscaping.](#)  
Cottage Farm Redhall Lane Chandlers Cross Rickmansworth Hertfordshire WD3 4LT Ref. No: 23/0336/FUL  
SPC: We welcome the intention to redevelop the underutilised and deteriorating existing buildings and the aim to bring biodiversity net gain to this site. As the site is in Green Belt, exceptional circumstances are needed to override policies to allow building of new dwellings. Unfortunately we do not believe that 4/5 bedroom houses match the local needs and as such do not qualify as exceptional circumstances. We would like to also note that it is understood that most of the current vehicle traffic enters the neighbouring site, so the result of this application may lead to an increase in vehicle traffic on the application site.  
TRDC: Refused (multiple reasons)

## **ENVIRONMENT**

### **23/128 LEAD COUNCILLORS REPORT**

As the position is vacant there was no report. Cllr Dobson advised she will follow up with the HCC Countryside Management Team on the submission of the grant request to the RPA if nothing is heard back in the next couple of weeks. Once the grant of £1,000 is received SPC can then apply for the £4,000

available from the Forestry Commission for tree-works detailed in the 10-year Woodland Management Plan.

## **SUSTAINABILITY**

### **23/129 LEAD COUNCILLORS REPORT**

Cllr Garvey circulated the following report in advance of the meeting:

- **Allotments:** Waiting on 2 payments. Tenants with plots in need of extra work have been notified.
- **The Green:** Completed an annual inspection of the Green with John Rugg. All in good order. Perennial parking problem around the Boot, especially at weekends. Actions:
  1. Possibly ringing of ivy round trees, notably by the electricity substation and the last of the Wheatsheaf houses.
  2. Possibly explanatory notice for the green village pump?
  3. Ponds – the Cricketers’ Pond needs remediation. Pond opposite Sarratt House in great condition – leave well alone. Morton’s Pond – very fluctuating water levels but well managed by the wildlife volunteers – long may they continue to do this. Pond by the Elms – follow up with Mr Dix re re-lining this with clay.

The Clerk will ask Dawn Pitts if she would like to be involved in designing an information board at the Pump on the Green, to give information on the Pump itself, and the neighbouring ponds and wildlife.

- **Sustainable Sarratt** – no new actions.
- **Footpaths:** A parishioner brought to Cllr Garvey’s attention that someone had deliberately sunk a broken bottle cut-side up into the ground on one of the footpaths (behind the Cock) – please keep your eyes down, particularly if walking dogs, and hope that this was a one off act of vileness.

## **POLICY AND RESOURCES**

### **23/130 LEAD COUNCILLORS REPORT**

Cllr Lowry explained that April was a typical month for supplier payments and SPC was in receipt of the half-yearly Precept of £53,106. We were also the recipient of £6,277, which may be a share of the CIL funds. The Clerk will ask TRDC to clarify what this is, and request that SPC are notified in future of what any incoming payments from them relate to.

These funds boosted the bank closing balance to £97,729. SPC will pay all Grants during this week.

Cllr Lowry expressed his frustration at both Santander Bank and the Co-Operative Bank, over the slowness of the process to remove past Councillors and the approval of new ones.

At present, SPC are receiving at about £25 per month on the existing Co-op savings account, until the funds can be transferred in to a 90 day account, where the interest is higher.

The total overall deficit at the end of the 22/23 financial year was £14.727 which will be funded from reserves. There will be further adjustments to CIL funds. It was agreed to transfer the £1,500 for VA/VJ Day from earmarked reserves to general reserves.

The Council has seen the first draft of the yearly accounts 2022/2023 and the Budget for the next financial year 2023/2024 will now be set up on Rialtus.

### **23/131 APPROVAL OF PAYMENTS**

The bank transactions made since the last Council meeting to the sum of £6,460.78 were presented for approval.

Proposed: Cllr Dobson; Seconded: Cllr Coakley

### **23/132 REVIEW OF THE COUNCIL'S GRANTS POLICY**

It was agreed to approve the updated Grants Policy. This completes the review of SPC's policies for 2023/34.

Proposed: Cllr Coakley; Seconded Cllr Lowry

## **HIGHWAYS**

### **23/133 LEAD COUCELLORS REPORT**

The Chair noted Cllr Diggins had submitted his report prior to the meeting. See below:

**Road Conditions:** Pleased to note that some improvements have taken place - Surface drains cleared and additional drain cover installed on Fir Tree Hill, and potholes filled and some bank restoration at the three-way junction of Fir Tree Hill, Langleybury Lane and Grove Mill Lane. Both of these are on the 'repeat offenders' register submitted by the Council, so it is pleasing that they have been worked-on. Cllr Diggins is also aware of the potholes adjacent to Sarratt School and the entrance to Village Hall turning and will chase for early repairs.

**Road Safety:** Delighted to report that Sarratt School will support the BRAKE campaign later in the year. Since children are much more likely to be seriously injured by road accidents than adults, this support is most welcome. Cllr Diggins and the Head Teacher will be meeting in June to discuss.

**Road Usage:** Cllr Diggins will be seeking a meeting with TRDC Officials in late May to outline our plans.

It was agreed that Cllr Dobson would follow up with Cllr Diggins regarding the purpose of the meeting with TRDC Officers at the end of May.

## **DISTRICT COUNCILLORS REPORT**



**23/134 REPORT FROM CLLR CIARAN REED**

Cllr Reed commented that there has been little change in the make-up of TRDC following the elections at the beginning of May, with one LibDem seat being taken by the Green Party. Cllr Oliver Cooper was elected for Cllr Allison Wall's seat retaining it as a Conservative held seat. Cllr Cooper is an international trade lawyer and was previously also leader of the opposition in Camden. Cllr Reed explained that local councillors are part time and sparsely paid, so most also have a day-job / career.

Cllr Reed advised there is a Court date of 22 August regarding reinstatement of the entrance and hedgerow at the field in Bucks Hill. If TRDC is successful they will be able to initiate a Direct Action Report which allows TRDC to undertake the necessary work themselves and reclaim the cost from the landowner.

The Draft Local Plan consultation has completed but the responses have not yet been shared with the wider TRDC Councillors, until all the policies are reviewed individually. Cllr Reed will flag up when we can check the details of this progress. Cllr Reed hoped that 'conservation of a historic settlement' could protect Sarratt from significant development. The meeting thanked Cllr Reed for his contribution.

**23/135 ANY OTHER BUSINESS**

No additional business was raised.

**23/136 DATE OF NEXT PARISH COUNCIL MEETING:**

Tuesday 13 June at 7:30pm in the Rear Room of Sarratt Village Hall.

The meeting closed at 9:40pm