

**Minutes of a Meeting of Little Chalfont Parish Council
Held on Tuesday 3 February 2009 in the Village Library
Cokes Lane, Little Chalfont at 7.50pm.**

Present: Cllr B Drew, Cllr C Gibbs, Cllr L Hunt (item 5 onwards), Cllr C Ingham, Cllr G Smith, Cllr A Tate and Cllr F Wilkinson (Chairman)

In Attendance: Mrs J Mason (Clerk), Mrs K Sterling (Assistant Clerk), Mr M Mason (Chairman Village Society) and Mrs. L Hunt (items 1-4)

Members of the Public: Mr and Mrs S Allen

1. **Apologies for absence:** Apologies for absence were received from Cllr M Dale
2. **Approval of the minutes of the meeting held on 13 January 2009:** The minutes were approved as a correct record and were signed by the Chairman.
3. **Suspension of standing orders enabling members of the public to speak:** No members of the public wished to speak.
4. **Declarations of interest:** None.
5. **Co-option of New Councillor:** The Chairman proposed a resolution that Mrs L Hunt be co-opted as a member of Little Chalfont Parish Council. The resolution was seconded by Cllr Ingham and agreed unanimously. Cllr Hunt signed a declaration of acceptance of office, witnessed by the Clerk.
6. **Chairman's Report:** The report was circulated and Cllr Wilkinson drew particular attention to *outstanding issues with the Highways Department* at Buckinghamshire County Council. First, the long awaited pricing and installation of cycle racks in Chenies Parade, and, secondly, the persistent flooding, seemingly caused by blocked gullies and drains under the railway bridge on the A404. The latter was not only inconvenient for pedestrians and motorists alike but also a danger to the health and safety of the public. In addition, feedback from the Local Community Gangs on work carried out was still not forthcoming. It was therefore his intention to raise these matters with the County with a view to achieving a speedy resolution. With regard to the planting of *trees in Beechwood Avenue*, Cllr Drew had drafted a letter to the residents although input was still awaited from the County about what trees would be acceptable to the Highways Department. Finally, turning to Council procedures, the Chairman asked colleagues to consider the introduction of a standing item "*Any Other Business*" for future meetings. Cllr Ingham reminded colleagues that this had been successfully introduced into Planning Committee agenda where suggestions for AOB were approved by the Chairman at the start of the meeting for discussion as the last substantive item on the agenda (Planning Committee minutes 23 September 2008 refer). This was beneficial when issues arose that could be dealt with briefly and succinctly, moving the work of the Council forward, rather than delaying any intermediate action until a future meeting. It was agreed that this method of dealing with AOB items should be adopted by the Council on a trial basis.

7. **Clerk's Report:** The Clerk reported that (i) her meeting scheduled for Monday 2 February with CDC staff to discuss the introduction of a *Designated Public Places Order* for the village had been postponed until Monday 9 February, (ii) the Council's insurances were being reviewed prior to the forthcoming renewal (iii) the risk assessment was being updated and would be presented to the March meeting and (iv) referring to the Chairman's comments above she anticipated that the Highway's Department would shortly be advising the Council of the action they would be taking to resolve the problems identified.
8. **Market Town Health Check Update – Presentation by Mike Mason:** referring to his presentation to the Planning Committee at the 25 November 2008 meeting, Mr Mason reported that feedback would be sought from the public on the draft vision that had been prepared. The feedback would be obtained by circulating a brochure to each of the 2467 households in the village, inviting people to give comments at the Village Hall on Saturday 7 March between 10am and 3pm. The information received would be used to amend and/or validate the vision prior to the formulation of the action plan. If necessary a further public consultation would take place at the Village Hall on 21 March. Following a brief question and answer session the Chairman thanked Mr Mason for his presentation and passed on to the whole MTHC team thanks for producing such a valuable body of work.
9. **Financial matters:** (1) *Internal Auditors report:* The report dated 19 January (covering two audit visits) had already been circulated. The Clerk would be actioning the points raised and would report back to the Council on a regular basis. (2) *External Auditors' Report/Annual Return 2007/08:* The annual return had been signed off by the external auditors on 12 January 2009 and section three had been circulated to Councillors. The Clerk would now post the return on the notice boards and the web-site in accordance with statutory requirements. (3) *Income and Expenditure report:* Similarly, this report had been circulated before the meeting. It was agreed that the final budget discussions for 2009/10 would take place at the March meeting.
10. **Reports (as appropriate) from Councillors who are members of the following groups:** (a) *Village Society* and the *Revitalisation Group:* Cllr Drew reminded Councillors about the arrangements for Village Day on 13 June 2009 and the ongoing discussions about the potential merger of the two groups. Two requests for funding had arisen from Revitalisation Group discussions. First, it was hoped that the Council might donate the £500 ear marked for youth projects, towards a possible project for which a further £4000 might be sought from CDC. Similarly, it was hoped that a contribution would be made towards the cost of hanging baskets in the Village. It was agreed that firm proposals should be made formally, in line with the Council's procedure for grants and donations, at the next meeting. It was also agreed that formal proposals for financial assistance towards the cost of Village Day would be made. (c) *NAG:* Cllr Smith had previously circulated his note of the 27 January 2009 Metroland NAG meeting. He had found the meeting helpful and advised colleagues that he had a copy of Speed Indicator Device readings for Bell Lane and Elizabeth Avenue if anyone wished to see it. Speeds in Bell Lane would be monitored using a laser gun in due course. Finally, he reported that four areas had been associated with anti-social behaviour in December. They were: Elizabeth Avenue shops; Amersham station; Chenies Parade and Westwood Park. The Chairman added that the new CPSO, Hannah White, had introduced herself at the Parish Council office earlier in the day.

11. **Reports and Notifications:** (i) *Communities and Local Government – Code of Recommended Practice on Local Government Publicity*: This document had been reviewed by Cllr Ingham who advised that as the Council had had no experience of abuse of Council publicity it would be advisable to make no comment. This was agreed.
12. **Presentation at CDC 6pm Wednesday 25 February:** It was agreed that this would be a useful briefing on the Permitted Development criteria and those wishing to attend advised the Clerk who would book places
13. **The Future of the Local Area Committee:** On 4 February the Chairman would be attending what was likely to be the last meeting of the Chiltern Local Committee prior to the establishment of a Local Area Forum. He would report back to Councillors at the 10 March Council meeting.
14. **Community Projects** (i) *CoP Cards* ; Cllr Smith would be in a position to report more fully on this issue at the March meeting (ii) *Village Clean Up Days*: The Chairman undertook to liaise with the Chairman of Chesham Bois Parish Council on the management of such events and report back. (iii) *Councillor Consultation Days*: Consideration might be given to a “meet the council” session on Village Day.
15. **Schedule of Meetings 2009/10:** This was approved.
16. **To consider a resolution that in view of the confidential nature** of the business to be transacted, it is advisable, in the public interest, that the public and press be excluded from the remainder of the meeting and be instructed to withdraw: This was agreed and members of the public left the meeting.
17. **Update on Discussions with ATC:** The Chairman gave a brief update although there was little to report.
18. **Street Lighting Contract:** Following recent correspondence with the Town Clerk at ATC the Parish Council would be taking over the administration of the street lighting contract with effect from April 2009. The tender for the maintenance contract would be considered and a decision reached at the March meeting
19. **Quotes for Repairs to Westwood Park Pavilion:** The Assistant Clerk reported on the state of the pavilion and quotes received so far. It was agreed that the work should go ahead and the successful contractor would be confirmed at the March meeting.
20. **Date of next meeting** – Tuesday 10 March 2009 at 7.30pm in the Village Library.

Signed.....

Date.....