

**Minutes of Little Chalfont Parish Council's Third Annual Meeting  
Held on Wednesday 13 May 2009 at 8.45pm  
In the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew; Cllr M Dale; Cllr C Gibbs; Cllr L Hunt; Cllr C Ingham; Cllr G Smith; Cllr F Wilkinson (Chairman)

**In attendance:** Mrs J Mason (Clerk); Mrs K Sterling (Assistant Clerk); Cllr D Phillips (CDC)

**Apologies for absence:** Cllr A Tate

**Members of the Public:** Mr V Patel

**1. Appointment of Officers for 2009/10**

- a. *To Appoint a Chairman of the Council:* Cllr Dale proposed and Cllr Hunt seconded the appointment of Cllr Wilkinson as Chairman of the Council. This was carried unanimously.
- b. *To Appoint a Vice Chairman of the Council:* Cllr Wilkinson proposed and Cllr Smith seconded the appointment of Cllr Drew as Vice Chairman. This was carried unanimously.
- c. *To Appoint a Chairman of the Planning Committee:* Cllr Wilkinson proposed and Cllr Dale seconded the appointment of Cllr Ingham as Chairman of the Planning Committee. This was carried unanimously.
- d. *To appoint a Vice Chairman of the Planning Committee:* Cllr Wilkinson proposed and Cllr Ingham seconded the appointment of Cllr Hunt as Vice Chairman of the Planning Committee. This was carried unanimously.

**2. To Propose and Agree Membership of Sub Committees**

- a. *Establishment Committee:* It was proposed by Cllr Wilkinson and seconded by Cllr Dale that this Committee consist of the following Council members: Chairman of the Council (Cllr Wilkinson); Vice Chairman of the Council (Cllr Drew) and the Chairman of the Planning Committee (Cllr Ingham). This was carried unanimously.

**3. Membership of outside bodies**

- a. *Neighbourhood Action Group:* It was proposed by Cllr Wilkinson, seconded by Cllr Drew and unanimously agreed that Cllr Smith be the Council's representative on the NAG.
- b. *GE Healthcare Liaison Group:* It was proposed by Cllr Wilkinson, seconded by Cllr Hunt and unanimously agreed that Cllr Gibbs be the Council's representative on this group.
- c. *Village Hall Management Committee:* It was proposed by Cllr Wilkinson, seconded by Cllr Dale and unanimously agreed that Cllrs Drew and Gibbs be the Council's representatives on this Committee.
- d. *Local Area Committee/Forum:* It was proposed by Cllr Drew, seconded by Cllr Gibbs and agreed unanimously that Cllr Wilkinson be the Council's representative at this committee/ forum or any successor body.
- e. *Chiltern Community Partnership:* It was proposed by Cllr Drew, seconded by Cllr Gibbs and unanimously agreed that Cllr Wilkinson be the Council's representative on this body.
- f. *Denham Aerodrome Consultative Committee:* it was proposed by Cllr Wilkinson, seconded by Cllr Smith and unanimously agreed that Cllr Dale be the Council's representative on this Committee.
- g. *Little Chalfont Community Association:* Cllr Drew reminded Councillors that prior to the formation of this Association, he had been the Council's representative on the Revitalisation Group but there had been no official representative on the Village Society. It had been suggested that the Council have a representative who would be an observer but who would not be a voting member of the committee. The Chairman of the Association, Cllr Drew reported, was happy that this should be Cllr Drew and the Council unanimously supported this proposal.

4. **Report on the Council's Year 2009/10:** The Chairman's report had been previously circulated and he had presented it in detail at the Parish Meeting held earlier that evening. He emphasised the need for action to be taken on the flooding under the railway bridge and the installation of cycle racks. The Clerk reported that she was pursuing BCC on both these issues.
5. **Finance: (i) Report on the Accounts 2008/09** The Clerk reported in detail on the accounts for the year 2008/09. She summarised the main sources of income, the main areas of expenditure, detailed the main differences between 2007/08 and 2008/09 and circulated the statement of accounts she had prepared for the External Auditors. She also circulated the balance sheet and the income and expenditure accounts for the year end which were discussed. It was noted that the Chairman had initialled the year end bank reconciliations and corresponding bank statement. The Internal Auditor Had examined the accounts on 8 May and had found them to be in good order. In conclusion, it was noted that the Annual Return to the External Auditors would be discussed and approved at the 10 June meeting of the Council. **(ii) 2009/10 accounts** Income and expenditure accounts together with a balance sheet as at 30 April, showing the receipt of £50,000 from ATC and the first half of the 2009/10 precept, were distributed and discussed. The bank reconciliation for 30 April and the corresponding bank account had been initialled by the Chairman. **(iii) Actions Arising from Internal Audit Report:** The Internal Auditor's report had been sent round previously to Councillors. He had suggested that cheques be formally presented to Council with an accompanying list of payments to be approved by the council rather than being seen only by the two Councillors signing. Payments totalling £13,810.90 were approved by the Council. The Auditor's report would be discussed in detail at a future meeting.
6. **Appointment of Auditors**

*Internal Auditor* It was proposed by Cllr Wilkinson seconded by Cllr Drew and unanimously agreed that Mr E Newhouse be appointed Internal Auditor to the Council.

*External Auditor s* It was proposed by Cllr Wilkinson, seconded by Cllr Drew and unanimously agreed that Mazars be appointed as External Auditors to the Council.
7. **Suspension of standing orders enabling members of the public to speak:** The Chairman suspended standing orders and Mr Patel expressed the view that a Councillor's presence at meetings of the Little Chalfont Community Association could be awkward. The Chairman reinstated standing orders.
8. **To receive and approve the minutes of the meeting held on 7 April 2009:** These were approved as a correct record and signed by the Chairman.
9. **Declarations of Interest:** Cllr Dale drew the Council's attention to the fact that his wife was a library committee member (item 12 refers).
10. **Approval by Chairman of Items for Any Other Business (item 20):** No items were raised.
11. **To receive reports, as appropriate, from members of outside bodies including Little Chalfont Community Association.** (a) *Little Chalfont Community Association:* Cllr Drew reported that the programme for Village Day on 13 June was nearing completion. There would be around 150 stalls and a large crowd was anticipated. (b) *GE Healthcare:* Cllr Gibbs reported that work on the discharge pipe to the sewer had been completed. Drainage on the lawn in the Village was currently being examined and 11 on-site monitoring wells were in place. In conclusion, she drew attention to GE's role in the community. During 2008/09 £34,000 had been donated to local causes and organisations. (c) *NAG;* Cllr Smith reported that it had been disappointing that there had been no meetings between January and mid April. In addition, PCSO numbers were reducing. However, following the meeting at the Pavilion on 17 April it was clear that the police were trying to tackle the problems of anti social behaviour in the village and were supportive of the proposal that a youth centre might be established at Bell Lane School. He felt that momentum was growing on this latter initiative, which the Council supported but were unable to run.
12. **Grants and Donations:** (i) *application for funding for 2009/10 from The Friends of Little Chalfont Library:* It was agreed that a grant of £6,000 be awarded for the year 2009/10 to be paid in two instalments: the first as soon as possible and the second on receipt by the Council of part two of the precept (end October); (ii) *application from K. Stapleton, to help fund gap year teaching in China:* It was decided not to support this application. The Council confirmed that grants and donations were for groups and organisations that benefitted the wider community rather than individuals or small groups of individuals;

(iii) *application from Dr Challoner's Boys School re Cricket Trip to Grenada*; for the reasons outlined in (ii) this application was refused.

- 13. Update on Financial Strategy:** Cllr Smith presented his paper which was discussed in detail. He was disappointed that e-bonds and internet banking could not be sanctioned. However, he had identified a number of promising accounts which would comply with local government financial rules. It was agreed that the Council would adopt a cautious strategy and that investments should therefore be in tranches of £50,000 with Lloyds, HSBC, NatWest and, most probably, Abbey and Alliance and Leicester. It was agreed that three members of the Council (Cllrs Smith, Dale and Wilkinson- joined by the Clerk) should be given authority to move these proposals forward and to report back to the June meeting.
- 14. Brief Update on Farmers Market:** Cllr Drew and the Clerk reported that the traders who faced possible competition from a farmers' market had been consulted. None had opposed the initiative and one had been very enthusiastic and hoped that she might be able to take part. The representative from the Thames Valley Farmers' Market Cooperative had suggested that a six month trial would be better than three months. A vote was held on the proposal that Cllr Drew and the Clerk push forward in trying to establish a farmers' market to be held, on a trial basis, for six months in the Village Hall car park. Six Councillors voted in favour and one voted against. All Councillors were agreed, however, that a contract should be drawn up that would allow the trial to be stopped without any penalty on the Council, should the Council consider that this was necessary.
- 15. To receive the first draft of revised Standing Orders:** These were circulated and would be discussed at the 10 June meeting.
- 16. To agree the Guidelines for Working Parties:** The guidelines previously circulated were agreed.
- 17. To accept a resolution that hire charges for Westwood Park and Pavilion be increased wef 1 June 2009 in line with the 2.5% increase agreed for the Village Hall at the 7 April 2009 meeting:** This was agreed.
- 18. Reports and Notifications:** (i) BCC Head of Legal's 2 April letter – notification of temporary prohibition of through traffic, Cokes Lane wef 17 June for two days; (ii) BCC Head of Public Protection's 6 April letter re Buy with Confidence Scheme; (iii) BCC Local Area Coordinator's (GC2C)6 April letter re Family Information Service consultation; (iv) BCC Local Area Coordinator's (Transportation)17 April letter re delegated budget schemes; (v) CDC Community Safety Officer's 21 April letter re Community Reassurance Booklet; (vi) Chalfont Area Newsletter April 2009; (vii) BCC 23 April letter with posters advertising drop in sessions on services and support; (viii) Chiltern view – Community Newsletter of The Chiltern Society, Spring 2009; (ix) BT Payphones' 8 April letter forwarded from CDC 6 May 2009 re conversion of payphones to cashless in Chiltern District.
- 19. BCC Speed Limit Review:** The proposals were distributed. Objections to or support for the proposals have to at County Hall on 12 June 2009. It agreed therefore that a response be finalised at the 10 June 2009 Parish Council Meeting.
- 20. Any Other Business:** None
- 21. Date of Next Meeting:** Wednesday 10 June 2009 at 7.30pm in the Village Hall

Signed.....

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