

Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 9 September 2009 in the Village Hall
Cokes Lane, Little Chalfont at 7.55pm

Present: Cllr B Drew (Chairman); Cllr C Gibbs; Cllr L Hunt; Cllr C Ingham; Cllr G Smith and Cllr A Tate.

In attendance: Mrs J Mason (Clerk) and Mrs K Sterling (Assistant Clerk).

Members of the public: Ms H Williams, Buckinghamshire Examiner.

1. **Apologies for absence:** These were received from Cllr F Wilkinson Cllr M Dale.
2. **Minutes of the meeting held on 8 July and 18 August 2009:** These were approved as a correct record and signed by the Chairman.
3. **Suspension of standing orders:** There were no members of the public wishing to speak.
4. **Declarations of interest:** None.
5. **Approval by the Chairman of items for Any Other Business (item 17):** None.
6. **Chairman's Report:** Carried forward to next meeting.
7. **Clerk's Report:** Marion Orpen prizes had been presented on 17 July to pupils at Little Chalfont Primary School and Bell Lane Primary School. The "grand opening" of the new roundabout at Westwood Park was scheduled for the coming Friday and year 5 from both schools had been invited. The Clerk and the Chairman had met with David Smith, a Director of Paradigm Housing, to discuss a variety of issues including community involvement and land usage. Turning to Highways matters, the cycle racks had been delivered and the Local Area Technician had promised that they would be installed (at BCC's expense) on a date in the near future. The trees in Beechwood Avenue would be planted in late Autumn/early Winter; the best time for planting. Residents had very generously pledged money towards the costs if it was necessary over and above the money available from Cllr Tett's budget. Cllr Tett was also following up the need for feedback from the Local Area Community Gangs following the Clerk's 10 July letter.
8. **Financial matters:**
 - (i) *List of cheques* to be signed and cheques signed since last meeting: This was circulated and initialled by the Chairman
 - (ii) *Income and Expenditure Report:* This was not available due to a software problem which meant that recently entered items had not transferred from the cash book into the nominal ledgers or other management reports. RBS staff were hoping to rectify matters in the next day or so.
 - (iii) *Bank reconciliation:* These, together with the bank statements were initialled by the Chairman.
 - (iv) *Investment Strategy:* Cllr Drew was appointed as the fourth member of the group established at the 13 May meeting that had been given delegated authority to progress the opening of bank accounts to spread the investment risk.

9. **Reports from members of outside bodies:** (i) *NAG:* Cllr Smith reported on the August meeting. The Neighbourhood Team was now up to full strength and CPSO Hannah White had quickly established herself as an effective presence. He hoped the NAG would continue to focus on speeding, antisocial behaviour and parking and requested that Councillors alert him to any speeding trouble spots. The Clerk undertook to report back to the next meeting on the civilian use of vehicle speed activated devices. (ii) *Community Association:* Cllr Drew had attended a further meeting of the Committee. He continued to be impressed by the enthusiasm of this group.
10. **Village Hall Management Committee:** Arising from a suggestion made at the 13 July meeting, it was proposed by Cllr Drew, seconded by Cllr Ingham and unanimously agreed by all, that the Clerk be asked to seek quotations for the purchase of a notice board for installation in the entrance vestibule of the Village Hall to record the names and service dates of Chairmen of Little Chalfont Parish Council.
11. **Website:** The Clerk gave a brief report on recent work to update the website. She undertook to circulate the proposed revisions to Council members and would incorporate any suggestions for other improvements received from Councillors as a result. In addition, Councillors undertook to provide updates of their background information if appropriate.
12. **Revised standing orders:** It was noted that NALC are in the process of revising the model standing orders and it was agreed that the exercise to revise the Council's standing orders be postponed until the NALC model is available.
13. **Farmers market:** Councillors were reminded that they had been invited to attend the opening on Saturday 12 September at 10.30am.
14. **CDC's Homelessness Strategy:** The draft response to CDC's Principal Housing Officer's 17 August e-mail was approved and the Clerk undertook to send the Council's response by the deadline of 11 September.
15. **Reports and Notifications:**
 - (i) BALC – Matters arising Summer 2009.
 - (ii) Citizens Advice Bureau AGM – Tuesday 29 September 2009
 - (iii) Bucks Community Action 24 August Press Release – Funds to support projects dealing with the effects of the recession.
 - (iv) South Central Ambulance service – Publicity for volunteer community first responders (copy to be sent to the Little Chalfont community Association).
 - (v) Neighbourhood Policing Newsletter – circulated to Councillors by e-mail 18 August.
 - (vi) BCC Head of Legal July letter seeking people to join the Independent Education Appeal Panel
 - (vii) BCC Head of Localities and Safer Communities 12 August letter re flu pandemic response planning. It was agreed that the Clerk would prepare a contingency plan.
 - (viii) C Burslem BCC Area Coordinator 21 August letter re countywide detached youth work team (copy to be sent to police and youth workers involved in the youth club project).

16. **Statement by Cllr A Tate:** Cllr Tate advised the Council that he was retiring at the end of the month after 35 years of public service. He would write, as appropriate, to the Council Chairman. On behalf of the Council the Chairman thanked him for his distinguished service and for the important role he had played in the establishment of Little Chalfont Parish Council.
17. **Any Other Business:** None.
18. **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.
19. **Village Open Spaces and Westwood Park Sports Grounds Maintenance Contracts:**
The Clerk reported that a public notice had been published in the Buckinghamshire Examiner and circulated the tender documentation. The first tender covered general gardening work at locations in the Village and part of Westwood Park. The second covered more specialist sports ground and recreation facility maintenance at Westwood Park. Cllr Smith and Cllr Hunt agreed to review the documentation by the end of the week and pass any comments to the Clerk. Closing date for tenders is 20 October 2009. It was agreed that Cllr Smith, Cllr Drew and Cllr Hunt would meet after this date to consider tenders received with a view to making a recommendation at the 11 November Council Meeting.
20. **Feedback from Working Parties:** Brief updates were received.
21. **Date of next meeting:** Wednesday 14 October 2009 at 8.15pm in the Village Hall.

Signed.....

Date.....