

Minutes of the Fourth Annual Meeting of Little Chalfont Parish Council
Held on Wednesday 12 May 2010 at 7.30pm
In the Village Hall, Cokes Lane, Little Chalfont

Present: Cllr M Dale; Cllr B Drew (Chairman); Cllr L Hunt; Cllr C Ingham; Cllr P Martin; Cllr G Smith.

In attendance: Mrs J Mason (Clerk).

Members of the Public: Cllr M Smith (Chiltern District); Cllr D Phillips (Chiltern District); Ms H Williams (Bucks Examiner).

1. **Apologies for absence:** These were received from Cllr C Gibbs.
2. **Appointment of Officers for 2010/11**
 - a. To Appoint a Chairman of the Council: Cllr Martin proposed and Cllr Hunt seconded the appointment of Cllr Drew as Chairman. This was carried unanimously.
 - b. To Appoint a Vice Chairman of the Council: Cllr Drew proposed and Cllr Ingham seconded the appointment of Cllr Smith as Vice Chairman. This was carried unanimously.
 - c. To Appoint a Chairman of the Planning Committee: Cllr Drew proposed and Cllr Martin seconded the appointment of Cllr Ingham as Chairman of the Planning Committee.
 - d. To appoint a Vice Chairman of the Planning Committee: Cllr Drew proposed and Cllr Ingham seconded the appointment of Cllr Hunt as Vice Chairman of the Planning Committee.
3. **To Propose and Agree Membership of Sub Committees**
 - a. Establishment: Membership: The membership of this committee was agreed as follows:
Chairman, Vice Chairman and Chairman of the Planning Committee
4. **Membership of outside bodies**
 - a. Neighbourhood Action Group: Cllr G Smith (proposer Cllr Drew, seconded by Cllr Smith)
 - b. GE Healthcare Liaison Group: Cllr C Gibbs and Cllr P Martin (proposer Cllr Drew, seconded by Cllr Smith)
 - c. Village Hall Management Committee: Cllr B Drew and Cllr C Gibbs (proposer Cllr Smith, seconded by Cllr Martin)
 - d. Library Committee: Cllr L Hunt (proposer Cllr Drew, seconded by Cllr Smith).
 - e. Little Chalfont Community Association Liaison Role: Cllr Martin (Proposed by Cllr Smith and seconded by Cllr Drew)
 - f. Chalfont Junction Youth Group Management Committee: Cllr Drew (proposed by Cllr Hunt and seconded by Cllr Ingham)
 - g. Local Area Forum: Cllr B Drew (proposed by Cllr Martin and seconded by Cllr Hunt).
 - h. Chiltern Community Partnership: Cllr B Drew (proposed by Cllr Martin and seconded by Cllr Smith)
 - i. Denham Aerodrome Consultative Committee: Cllr G Smith (proposed by Cllr Dale and seconded by Cllr Hunt)
5. **Chairman's Report on the Council's Year 2009/10:** Cllr Drew's report (which can be viewed on the Council web-site www.littlechalfont-pc.gov.uk) covered achievements over the year including: the installation of bollards at Burtons Lane; improvements to the facilities at Westwood Park and plans for the future; savings arising from the renegotiation of grounds maintenance contracts; charitable donations; the work of the planning committee and the Council's response to the core strategy; partnership working with other organisations. In particular he paid tribute to the work of the former Chairmen (Cllr A Tate and Cllr F Wilkinson) and thanked all Councillors for their hard work over the year. In response Cllr Smith, on behalf of all Council members, thanked Cllr Drew for his report and the enormous amount of work he undertakes on behalf of the Council.
6. **Report on the Accounts 2009/10:** The Clerk reported on sources of income; bank accounts and investments; expenditure over the year and explained variances in comparison to the previous year. A draft of the information that will be entered on the return to the External Auditors was circulated together with a copy of the year end balance sheet, the income and expenditure account and the bank reconciliation. The Council closed the year with general reserves of £172,223. (A summary of the report

will be posted on the web-site). At the next meeting (9 June) these reserves would be earmarked as agreed at the 9 December 2009 meeting. The return to the External Auditors would also be approved and signed.

7. **Appointment of Auditors.** Cllr Smith proposed and Cllr Drew seconded the appointment of Ernest Newhouse as Internal Auditor. This was carried unanimously. Cllr Drew proposed and Cllr Smith seconded the appointment of Mazars as External Auditors. This was carried unanimously.
8. **A resolution was agreed that standing orders be suspended to allow any members of the public to speak:** Cllr M Smith (CDC) congratulated the Council on a very successful year and commented on the reserves policies adopted by other Councils.
9. **To receive and approve the minutes of the meeting held on 14 April 2010:** These were approved as a correct record and signed by the Chairman.
10. **Declarations of Interest:** None.
11. **Approval by Chairman of Items for Any Other Business:** Core Strategy (to be taken after item 19).
12. **To receive reports, as appropriate, from members of outside bodies:** (i) *NAG* – A recent meeting had taken place at Cafe Africa in Amersham and Duncan Dyason, a local youth worker, spoke about anti-social behaviour. Cllr Smith reported that although Mr Dyason stressed the importance of engagement, he did not shy away from the importance of enforcement. Over the last few weeks anti-social behaviour had not been such a problem as it had previously. Other issues discussed were the youth group, speeding and parking. Concerns remain that speeding is not being tackled, especially in Bell Lane. The new sergeant on the group is Melvin Mutch. (ii) *GE Health Care* - although there had not been a meeting, it was reported that the queue of cars waiting to access the site off White Lion Road had recently caused congestion during the rush hour. Cllr Martin undertook to ask Lynn Johnson if there was any likelihood of the security barrier being moved further into the site. (iii) *Library Committee* - Cllr Hunt reported that the next meeting was on 19 May which clashed with the Parish Meeting. (iii) *Little Chalfont Community Association* – Cllr Martin reported that the new Chairman, Roger Funk, was reviewing the committee and organisational structure. Cllr Drew confirmed that there was to be no Village Day this year. (iv) *Chalfont Junction Youth Group* – Cllr Drew reported that older members had not as yet been attracted to the group and the nucleus of membership was currently in the age range 8 – 13. More adult helpers were needed. Last week publicity leaflets had been distributed around Chiltern Heights and neighbouring roads by the young people. He also mentioned that the Nexus/ Police football initiative at Westwood Park was very popular with older youths and the police felt this may be contributing to the downturn in anti-social behaviour. (v) *LAF* – Cllr Drew had attended the 21 April meeting and was pleased to report that the Vehicle Activated 30mph Speed sign in Elizabeth Avenue will be fitted once the County have confirmed that the Parish Council speed survey undertaken (at the Parish's expense) in 2008 is still valid. In response to a query from Cllr Ingham as to the efficacy of the forum, Cllr Drew responded that as a mechanism for distributing funds membership was clearly advantageous. However, as the County Council were aware, he was not satisfied with the process so far for establishing priorities. (vi) *Denham Aerodrome* – the next meeting is on 12 June and Cllr Smith will be attending.
13. **Clerk's Report:** The Clerk reported on the preparation and costs of the newsletter and although there had been some problems with the circulation, she had received favourable comments from members of the public. Shafique Chaudry from Paradigm Housing had kindly arranged access to Chiltern Heights where the newsletter had been delivered in conjunction with the Youth Group's leaflet. There then followed a discussion about future newsletters and it was agreed that a further issue should be prepared and circulated in another six months. A longer term objective could be to initiate a community newsletter with contributions from other organisations and groups. The Council's response to BCC Winter Maintenance Task and Finish Group (Parish Survey) had been e-mailed to BCC on 7 May. Notices had been sent out regarding the Parish meeting on 19 May and would be delivered to retailers to display. Year end work on the accounts, annual return and payroll was nearly complete. A meeting for Councillors with a consultant from Planning Aid, to discuss Village Design Statements, had been arranged for 6.30pm on Tuesday 15 June (before the Planning Committee Meeting). The Play Builder grant application had been delivered to CDC in advance of the 1 May deadline. Finally, she reminded Councillors to advise her by Friday of any work for the community gangs.
14. **Financial matters:** (i) *Bank Reconciliation* – signed by the Chairman together with the appropriate bank statement (ii) *list of cheques signed* since last meeting and to be signed at the meeting - Payments

totalled £7719.70. The schedule was signed by the Chairman and will in future be kept with the signed Council minutes in accordance with a recent agreement with the internal auditor. (iii) *Future Investments (Cllr Smith)*: Cllr Smith had investigated a number of possibilities and reported that the options open to the Council were not particularly beneficial due to the state of the market. The best option seemed to be an account with RBS called Deposit Plan 3 which gave 4% over three years. It was agreed that the Clerk should make arrangements for £30,000 to be invested in such an account.

15. Grants and Donations - The following were agreed:

- 1) Chalfont Junction Youth Group: £500.
- 2) Good Companions: £150
- 3) Rising Stars Cricket Club: £250 (to be paid in two instalments of £125 over the season)

16. Westwood Park Working Party: (i) *Update* - Cllr Drew reported on the recent meeting with staff at Buckinghamshire New University and the potential student project which would look into how better use could be made of Westwood Park as a sports, recreation and leisure facility (ii) *Council application for COMMA funding to purchase a further mini-Muga*: Cllr Drew explained that due to Little Chalfont's proximity to aggregate extraction sites the Council were eligible to apply for funding under a scheme known as COMMA which is administered by Action with Communities in Rural England, commissioned by Defra. The Working Party had proposed therefore that an application be made to fund a second Muga at the other end of the court to the existing one. This proposal to submit an application was agreed unanimously.

17. To approve the revised Equal Opportunities Statement: This was agreed.

18. Reports and Notifications:

- i. BCC 20 April letters from Trish Eastham, Senior Legal Assistant, confirming Public Path Diversion Order 2010 and Public Path Extinguishment Order 2010 affecting footpath no. 7. (discussed at 10 February meeting – no objection)
- ii. BCC 29 March letter from Chris Garcia, Divisional Manager, Integrated Youth Services, with consultation paper attached regarding Transformation of Youth Service.
- iii. BALC Matters Arising Newsletter Spring 2010
- iv. Chiltern Police Commander's Review May 2010
- v. Clear Car Campaign – CDC Community Safety Officer's 30 April e-mail refers.

19. A resolution was agreed 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.

20. Any Other Business: Core Strategy – Cllr Ingham updated the Council on possible next steps and how best to utilise the time available prior to the examination by the Inspector.

21. Finch Lane: *To discuss possible improvements to the site* – Cllr Drew presented slides of the site at Finch Lane which is a pleasant, grassy, woodland setting with the remains of a pond. The Clerk put forward a proposition that the site could be made more welcoming and usable to local residents if there were one or two benches and a few pieces of "rustic" type play items for the toddler age group. The intention would be to complement the rather picturesque site which had been gifted in commemoration of a local resident at the time of the Queen's Silver Jubilee in 1977. The land was granted as a "public pleasure ground" and the Council is obliged to maintain and improve it as such. Improvements such as those suggested would provide a much needed green space within easy walking distance for residents at the Amersham side of the Village with small children for whom Westwood Park was too far. The Council supported this proposition and asked that the Clerk report back on costs and in the meantime consult the priest at the neighbouring church, the landlord at the White Lion and other local residents.

22. Date of Next Meeting: Wednesday 9 June 2010 at 7.30pm (Parish Meeting 19 May 2010).

Signed.....

Date.....