

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 10 November 2010 in the Village Hall**  
**Cokes Lane, Little Chalfont at 8.30pm**

(After the informal meeting at 7.15pm to meet candidate (s) for co-option and the Planning Committee at 7.30pm)

**Present:** Cllr M Dear; Cllr B Drew (Chairman); Cllr C Ingham; Cllr L Hunt and Cllr G Smith.

**In Attendance:** Mrs J Mason (Clerk).

1. **Apologies for absence:** These were received from Cllr M Dale and Cllr P Martin.
2. **Approval of the minutes of the meeting held on 13 October 2010:** The minutes of previous meeting, including confidential minute 27, were approved as a correct record and signed by the Chairman.
3. **Suspension of standing orders enabling members of the public to speak:** There were no members of the public present.
4. **Declarations of interest:** None.
5. **Items for Any Other Business:** The following were approved (i) Update on correspondence with CAB (ii) CDC charges for play ranger and diversionary activities (iii) Chiltern Society HS2 Presentation (iv) Former Cllr Tate (v) Remembrance Sunday arrangements.
6. **Voting on the co-option of a new councillor to fill the vacancy in Little Chalfont Ward following the resignation of Cllr C Gibbs:** Cllr Drew proposed and Cllr Hunt seconded that Mr V Patel be co-opted as a member of Little Chalfont Parish Council. This was agreed unanimously and the Clerk undertook to advise Cllr Patel the following day.
7. **Chairman's Report:** Cllr Drew reported that the newsletter had been printed and was now being delivered to all homes and businesses in the Village. He thanked everyone who had volunteered to help with the delivery. Regarding the Playbuilder funding, he advised that some of the previously withdrawn money had now been returned although no longer ring fenced. It was unclear whether the Parish Council will receive any part of its original award. He was making enquiries through County councillors and District officers. The Council agreed that it would be appropriate for the Chairman to make representations at next Tuesday's meeting of BCC's Overview and Scrutiny Committee. In conclusion, he reported on the October LAF meeting. At that meeting a report by Jim Stevens (Head of Transport at BCC) had given the erroneous impression that there had been consultation with the Parish Council on the location of the VAS in Elizabeth Avenue. The Clerk was asked to write to Mr Stevens to clarify the situation and confirm when the system would be installed.
8. **Clerk's Report:** The report had been previously circulated and gave an update on tree work, drive repairs, the Lodge redecoration, grit bins and other issues. In addition, it was noted that the estimate for the relocation of the existing playground had been received. This would be referred to the next meeting of the Westwood Park Working party. On 3 February the exhibition by GreenIssues Communications about the proposed waste transfer site at London Road recycling centre had taken place at the village hall. In conclusion, the Councillors were briefed about the 21 street lights that had not been transferred from Chalfont St Giles to Amersham in March 2008 and subsequently to the Parish Council. Forde and McHugh had been advised and would include the lights in the maintenance schedule and the Clerk would liaise with them regarding inspection and testing.
9. **Financial matters:** (i) Income and Expenditure Report - received (ii) List of payments and cheques to be signed – payments totalling £20,956.41 were authorised and the schedule was signed by the Chairman.
10. **Budget Preparation and Precept 2011/12:** As agreed at the previous meeting the Clerk, Chairman and Vice Chairman had met on 3 November to discuss these matters. Following that meeting the Clerk had circulated to all Councillors the budget detail by centre report dated 9 November 13.50 under cover of her 9 November e-mail. The balance sheet, illustrating the current level of reserves had also been circulated. In this light and

given the current economic situation, the precept for 2011/12 was discussed and it was agreed that there should be no increase and the precept should remain the same as that set in 2009/10 and 2010/11. **The precept for 2011/12 was therefore set at £208,433.**

Turning to the specific detail of the budget, the following was agreed: (i) Parish Warden – the Clerk would draw up a draft outline of this role and circulate to Councillors for comment. She was reluctant to fill the role through direct labour and it was agreed that she would obtain budget costs from the grounds contractors; (ii) it was agreed that the current levels of insurance cover were satisfactory; (iii) costs for playranger activities during the school holidays and diversionary activities, both at Westwood Park, would be obtained following CDC's 8 November e-mail; (iii) repairs to Westwood Park drive and car park would be discussed on 8 December once further quotes had been received. The timing of these repairs would impact on the outturn for this year's budget or next year estimates; (iv) Superannuation – Cllr Smith would report back on the detailed costs; (v) Playbuilder/playground- outturn and budget figures could only be finalised once the availability of Playbuilder funding had been clarified. The Clerk would prepare a revised budget detail report for further discussion at the 8 December meeting.

It was also agreed that the Council will prepare a spending plan for future years which would have at its core options for improvements to its two main assets: the Village Hall and the facilities and grounds at Westwood Park.

11. **Westwood Park Working Party/ Playbuilder update:** The recently arranged meeting of the Working Party had been postponed pending the outcome of the Playbuilder funding discussions detailed above.
12. **Allotment site survey and plans:** It was agreed that the Clerk could authorise The Garden Consultancy to map and plan the potential allotment site as per their 21 October quotation. It was agreed that no further prices need be sought on this occasion bearing in mind the difficulty in obtaining professional services at a reasonable cost, from firms that also had working knowledge of the allotment system.
13. **Future provision of grit bins:** Following Cllr Tett's 27 October e-mail it was agreed to supplement his offer of one bin with a second purchased from Council funds. This would enable bins to be located in the vicinity of each primary school. Cllr Smith would liaise with Bell Lane Primary School about their site preference and Cllr Ingham would liaise similarly with Little Chalfont Primary School.
14. **Reports (as appropriate) from outside bodies.** (i) Library Committee – Cllr Hunt reported that the Parish Council's grant would be put towards the new windows. Monday opening was due to be piloted. (ii) NAG – Cllr Smith reported that the 3 November meeting had been cancelled. It was noted that Inspector Hunt was that evening speaking at CDC's Community Partnership forum. It was felt that there were a number of committees dealing with police matters leading to a duplication of effort. (iii) Village Hall Management Committee – it was noted that a review of the membership of this committee would be needed. (iv) GE Liaison Committee – In his absence Cllr Martin had circulated a note of the meeting held on 20 October 2010 which had covered changes at the Grove site, GE standards and community involvement.
15. **Electoral Review for Buckinghamshire** - It was agreed that the Council would not respond until the second phase of this consultation.
16. **Notifications and Correspondence:**
  - i. Community Impact Bucks November Newsletter (e-mailed 2 November 2010).
  - ii. Proposed Waste Transfer Station, letter dated 21 October from Green Issues regarding meetings on 3 November.
  - iii. Department for Transport advice on clearing snow (e-mailed to Councillors 29 October)
  - iv. BALC Matters Arising Newsletter Autumn 2010
  - v. Chiltern Society Newsletter November 2010 (e-mailed to Council 3 November 2010)
  - vi. Census information for inclusion in newsletters
  - vii. Open Spaces Society Newsletter

viii. Chiltern Society Newsletter November 2010

ix. Thank you letters/ e-mails from Mayor's Christmas Day Party Committee (23 October) and Dial-a-Ride (29 October).

17. **Any Other Business** (i) Update on correspondence with CAB – Arising from the last meeting the Clerk had been corresponding with P Gosling and was authorised to make arrangements with him for the use of the Village Hall for CAB outreach sessions (ii) CDC charges for play ranger and diversionary activities – The costs detailed in the attachments to Paul Nanji 8 November e-mail will be factored into budget discussions on 8 December as detailed in item 10 above (iii) Chiltern Society HS2 Presentation- Cllr Drew would e-mail the presentation to Councillors. The Council agreed to give limited support to other local communities regarding their opposition to the route of the proposed line. (iv) Former Cllr Tate – Councillors were delighted to note that former councillor and chairman of the Council Alan Tate had been made an Alderman of Chiltern District. The Clerk would write a letter of congratulations (v) Remembrance Sunday arrangements –Cllr Drew would attend the service on Sunday in Old Amersham. Cllr Smith would be first reserve if necessary.
18. **Date of next meeting:** Wednesday 8 December 2010 at 7.30pm in the Village Hall.

Signed.....

Date.....