

Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 9 June 2010 at 7.30pm in the Village Hall
Cokes Lane, Little Chalfont

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

In Attendance: Mrs J Mason (Clerk).

Members of the Public: Mrs M Bartlett; Mr M Dear; Cllr M Smith (CDC).

1. **Apologies for absence:** These were received from Cllr L Hunt and Cllr C Ingham.
2. **Approval of the minutes of the meeting held on 12 May 2010:** These were approved as a correct record and signed by the Chairman.
3. **Proposal to suspend standing orders enabling members of the public to speak:** This was approved. The Chairman welcomed the members of the public to the meeting and Mrs Bartlett asked to speak. She expressed concern about discussion that had taken place at the 12 May meeting regarding the installation of benches and play equipment at Finch Lane. Mrs Bartlett said the site was too near the road and the White Lion pub and could lead to inevitable misuse of the site and broken glass being left there. Dog owners who did not clear up after their pets also caused problems. Another site should be sought she recommended. Turning briefly to the issue of Snells Wood, she felt this area should be opened up and better maintained to make it safer and increase accessibility. Cllr M Smith advised that the woods were managed by CDC. The Chairman thanked members of the public for their contribution and reinstated standing orders.
4. **Declarations of interest:** None.
5. **Items for Any Other Business:** The following were agreed: update on car park barrier; Marion Orpen Prizes; Village Entry Sign.
6. **Chairman's Report:** Referring to the item regarding the newsletter the Chairman suggested that at the next meeting a decision be made regarding the target date for issue number two. The circulation arrangements also needed to be reviewed. Turning to the Play Builder grant application indications were that the Council would be successful in their bid and the outcome would be known after the CDC Cabinet meeting next Tuesday 15 June.
7. **Clerk's Report:** This had been circulated in advance of the meeting. The Clerk updated the Council on her meeting that morning with the *BCC Local Area Technician Tony Broderick*. They had walked round the village and discussed problem areas. He had confirmed that grass cutting should be every two and a half weeks in the urban area and that the gullies at Beel Close had been cleared which should stop the flooding there. The missing bollards from Burtons Lane had been ordered and Mr Broderick would shortly confirm the boundaries of BCC areas in the Village. Potholes in Westwood Drive and lower Chenies Avenue were also drawn to his attention and he thought the latter would need to be resurfaced. He would remind his colleagues that the village entry sign scheduled to be replaced in April had still not been replaced. Other smaller items were discussed and in conclusion it was noted that the gullies on the bend in Cokes Lane were on the schedule to be cleared by the new equipment. In all it had been a very helpful meeting. Re the *Farmers' Market*, she reported that with effect from this month the Council would charge the Farmers' Market Co-operative £60 a month for the use of the car park. If the planned craft fair got off the ground, which would utilise the Village Hall, then the full rate would be charged. The *Clerks' liaison meeting* with CDC's senior team on 7 June had covered a number of interesting items. In particular she drew attention to the diversionary activities team's Big Lottery funding coming to an end this financial year. This team were running the youth activities on Wednesdays in Westwood Park which were very successful. The officer in

charge, Paul Nanji, hoped that Towns and Parishes would be able to help. It was agreed to invite him to make a presentation at a future meeting.

8. **Financial matters:** (i) *Income and Expenditure Report*: This had been circulated previously. The Clerk commented that Westwood Park bookings looked higher at this stage than planned because the season's cheque from Chorleywood cricket club had just been banked. (ii) *Bank Reconciliation*: This was not available as the May bank statement had not arrived. Council were referred to the internal auditor's report that advised it was not necessary for the Chairman to sign reconciliations in Council meetings – in future they could be checked and signed by him in the office. (iii) *List of payments and cheques to be signed*: This was discussed and signed by the Chairman.
9. **Annual Return for the Year Ended 31 March 2010:** (i) *approve and sign the return to the external auditors*: Copies of the return were circulated and the figures and comments therein were approved. The Chairman and Clerk signed the return. (ii) *approve the notice of appointment of date for the exercise of electors' right*: The announcement date will be 16 June 2010. The inspection period will be from 1-28 July 2010. The notice was approved.
10. **Ear Marking of Reserves:** The schedule circulated previously was approved together with any necessary virements. It was agreed that this would have to be reviewed on a regular basis as plans were reviewed and developed.
11. **Internal Audit Report 2009/10 Accounts:** Ernest Newhouse's 4 June report was discussed. The Clerk had already circulated a copy annotated with some actions taken and comments. The Chairman was pleased to note that the accounts were in good order and said he would respond formally to the auditor shortly. Cllr Smith reminded colleagues that the opportunity to comment further would be available when he undertook the next review of the effectiveness of Internal Audit.
12. **Reports (as appropriate) from outside bodies:** (i) *GE Health Care*: Although a meeting had not taken place, Cllr Martin had received a response regarding security checks at the White Lion Road entrance that were causing traffic congestion during peak periods. Lynn Johnson had responded by giving reassurances that checks would be carried out further into the site. The matter would be monitored by GE. In the long-term they hoped to move the gatehouse further back from the road. (ii) *LCCA*: Cllr Martin reported that the committee had referred a grant application back to the Youth Group asking for more detail on reserves and expenditure. A Christmas Market would be held in the Village Hall on 11 December and a response had been sent to the Department of Transport's consultation on hardship arising from HS2. (iii) *Denham Aerodrome Consultative Committee*: Cllr Smith reported that he had attended a meeting earlier in the day. It had been very productive and he was reassured that the committee were fully appreciative of the concerns of the local people and took the necessary actions against pilots who infringed the rules. Cllr Smith would soon be given the number of the control tower which would enable problems to be reported and dealt with promptly. It was agreed that the Clerk should circulate Cllr Smith's recent letter to a local resident, about flight controls and zones in the area, which provides a very useful briefing document on the whole issue.
13. **High Speed Rail Exceptional Hardship Consultation (circulated by e-mail 2 June 2010):** It was agreed that the Clerk should respond in a letter stating that the Council agreed with the comments made by Gill Gowing, CDC, in her May response (closing date is 17 June).
14. **Finch Lane – update following 12 May:** The Clerk reminded the Council what had been agreed at the last meeting, as recorded in the minutes that had been approved and signed earlier in the current meeting. Little consultation had yet taken place and examples of what might be installed had yet to be shown to the consultees agreed in May. However, such examples might include some seating and small items for very young children eg toadstools for sitting, balancing and play. Cllr Gibbs, herself a resident of Finch Lane, expressed concern that such developments would lead to an escalation of problems. It was confirmed that the Clerk should continue as set out in the May minutes and report back at a future meeting.

15. **LAF – Highways Delegated Budget Projects 2010/11:** A variety of options were discussed. Speeding in Bell Lane was a serious concern and a VAS would be welcome. However, if this project were to be submitted it was likely that the LAF would require a preliminary speed survey like the one commissioned by the Parish Council in Elizabeth Avenue in 2008. It was therefore agreed to submit the lighting of the Beel Close/ Marygold Walk underpass as the chosen project for 2010/11 and in the meantime commission a speed survey in Bell Lane in preparation for an application for a VAS the following year.
16. **Westwood Park Working Party:** Cllr Drew asked the Council to support a recommendation arising from the 27 May meeting of the working party. Local tennis coach Mark Schofield will be asked to run a week of subsidised tennis coaching for year 3 – 9 children in July with additional sessions at a slightly higher rate in August if the July sessions demonstrate an interest. The coach will charge the Council £27.00 per hour and the council will meet any shortfall arising. This was likely to be in the region of £500. Details are set out in the notes of the working party meeting. The Council supported this initiative and welcomed it as a way to encourage more tennis at Westwood Park.
17. **Health and Safety Review:** The Clerk had previously circulated a briefing note on advances in the Council's health and safety policies and procedures over the last two years. She reminded Councillors that responsibility in this area was not just for employees and councillors but for the hundreds of people using the Council's grounds, hall and other facilities each week. Summarising the steps taken to date she reported that most areas had been covered and she was currently working on a procedure to deal with the COSHHE regulations and another to prevent legionnaire's disease. She requested the Council's agreement to her seeking advice from an outside consultant to audit the policies in place so far and identify any areas for improvement. This was agreed although the budget should be set at £450.
18. **Purchase of new bins in Westwood Park:** the Clerk advised the Council that many of the already rather old bins at Westwood Park had suffered badly over the Winter and needed replacing. Potentially there was a need for six new bins although one of these she hoped to extend the life of by having the liner repaired. A budget of £2,500 was agreed.
19. **Notifications and Correspondence:**
- (i) David Jones, Service Delivery Manager, BCC, 6 May letter attaching poster advising of cessation of mobile library service in Elizabeth Avenue wef 1 June 2010.
 - (ii) Chiltern Racial Equality Council newsletter June 2010 (circulated by e-mail 24 May 2010).
 - (iii) Friends of Little Chalfont Library – Chairman's AGM Report for the Period April 2009 – March 2010 (circulated by e-mail 26 May 2010).
 - (iv) Minutes of Chiltern Heights Committee 19 May 2010. (Clerk attending next meeting on 16 June.)
 - (v) Tony Phillips, Treasurer, Little Chalfont Good Companions 1 June letter thanking the Council for grant agreed at 12 May meeting.
 - (vi) Open Space Society magazine Summer 2010; Annual report and Accounts and AGM agenda for 22 June 2010 (Euston Road).
 - (vii) Chiltern News – Chiltern Society Magazine – Summer 2010. (Includes a leaflet "Support our Designated Fighting Fund No HS2 Across the Chilterns".)
20. **Any Other Business:** (i) Car Park Barrier: The Clerk reported that sometime in the afternoon or evening of the previous day a large vehicle must have crashed into the barrier from the Cokes Lane side. The barrier was badly damaged and in a highly dangerous state when she arrived at work the following morning; it had had to be removed before the arrival of the toddler group. There are no witnesses although the police will be asked if they caught anything on the Snells Wood car park CCTV. In the meantime one of the Council's contractors will be asked to construct a temporary chain barrier and the Clerk will report at the next meeting on the cost of a permanent replacement. (ii) *Marion Orpen Prize:* the Chairman agreed to present the prize to the Little Chalfont Primary School winner at the leavers' assembly at 11am on 21 July. The date of the Bell

Lane assembly had still to be finalised and it was hoped a Councillor would be able to make the presentation at that school once the details were known. (iii) *Village Entry Sign*: Cllr Dale noted that the Clerk had asked Tony Broderick to follow this up with colleagues. However, Cllr Dale asked that the Council's disappointment with the delay be noted in the minutes and forwarded to the appropriate officer at BCC. This was agreed.

21. *Date of next meeting*: Wednesday 14 July 2010 at 7.30pm.

Signed.....

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