

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 14 September 2011 at 7.30pm in the Village Hall**  
**Cokes Lane, Little Chalfont**

**Present:** Cllr M Dear (Chairman items 1-7); Cllr B Drew (from item 7 onwards and Chairman from this point); Cllr J Hinkly; Cllr L Hunt; Cllr V Patel (item 7 onwards); Cllr D Rafferty (item 7 onwards).

1. **In attendance:** Mrs J Mason.
2. **Apologies for absence:** Cllr M Parker. Cllrs Drew, Rafferty and Hinkly arrived late having been unavoidably delayed by traffic problems. Cllr Drew thanked Cllr Dear for taking the Chairmanship for the first items.
3. **To approve the minutes of the meetings held on 13 July 2011 and the extraordinary meeting held on 9 August 2011:** These were approved as a correct record on the arrival of Cllrs Drew, Rafferty and Hinkly and were signed as such by the Chairman (Cllr Drew).
4. **Suspension of standing orders enabling members of the public to speak:** No members of the public were present.
5. **To receive declarations of interest.** None
6. **To agree items for Any Other Business.** The following were agreed and noted (i) Village entry sign (ii) Chief Constable's presentation.
7. **Chairman's Report:** This had been previously circulated. In particular, the Chairman had been delighted with the success of the playground official opening on 31 August 2011. He was currently drafting the next newsletter which would hopefully be ready by early October.
8. **Clerk's Report:** This had been previously circulated and included an update on actions from the last meeting. In particular, a letter of congratulation had been sent to Bell Lane School and a site visit made to Beel Close underpass with the street lighting engineers. Cllr Parker had been addressing the problem of inconsiderate parking in Burtons Lane in liaison with the police, BCC and CDC. The police had as a result advised the motorists of the problems they were causing with the result that some of the cars had gone. Updating councillors on a number of issues at Westwood Park, it was noted that a campaign would be launched, after the drive resurfacing, to tackle dog fouling. Football bookings were down this season and the spare capacity was being advertised and would be raised at the Westwood Park Working Party. A number of financial matters were discussed, noted and agreed which for ease of reference are minuted under the next item. Finally, it was agreed that an informal meeting of Councillors would take place on Wednesday 5 October in the Village Hall at 7.30pm to further discuss the Five year Plan. This would be immediately after the Hall Management Committee.
9. **Financial matters:** (i) *Income and Expenditure Report*- as previously advised the Clerk reported that the underspend was high because no money had yet been paid for the new playground where some installation problems still had to be resolved to the Council's satisfaction. It was noted that if these had not been sorted out before the next precept instalment was received, the Clerk would increase the amount of fidelity guarantee insurance.(ii) *List of payments and cheques to be signed* – Payments totalling £33, 618.54 were approved and the circulated schedule was signed by the Chairman. (iii) *Reserves* – it was noted that at 6 September 2011 reserves stood at £369,737. (iv)*External Audit Annual Return 2010/11*- as previously advised by e-mail and in the Clerk's Report, it was noted that

at the end of July the external auditors had signed off the Council's return, giving the council three years of unqualified opinion from the auditors which is one of the main requirements of Quality Council status. (v) *Vat Return*- the return for the period ending 31 August had been sent to HMRC (vi) *Investments*- it was agreed that the capital and interest from the 1 year bond with Santander (formerly Alliance and Leicester) which would mature on 1 October should be reinvested in a further bond. In addition, the Clerk was authorised to pay a further £50,000 into the Scottish Widows interest paying 7 day access account. Furthermore, it was agreed that the group delegated to examine investment opportunities would soon be reconvened and the Chairman undertook to ask Cllr Parker if he would join following Cllr Smith's resignation. The two other members are the Chairman and the Clerk.

10. **Reports (as appropriate) from outside bodies.** (i) *Library*- Cllr Hunt had attended the recent committee meeting and would be attending the 30 September presentation of the Queen's Award for Voluntary Service by the Lord Lieutenant of Buckinghamshire. In addition, 8 October would see a quiz night at Dr Challoner's, the main fund raising event of the year. (ii) *Youth Club*- Cllrs Drew and Rafferty reported that although the Youth Club was thriving, at the recent management committee and AGM the previous chairman had resigned and Councillors were encouraged to refer any interested parties to the committee as there was an urgent need to fill this voluntary position. (iii) *LCCA*- Cllr Parker had attended a recent meeting. (iv) *LAF*- Cllr Drew reported that the delegated budget dropped kerbs project from this Council had been agreed. However, there was an outstanding amount of £2700 available. It was agreed that, if acceptable to Bucks CC, this money should be used towards the cost of the entrance to the Community Park. A number of options were suggested for future funds including signage and an additional VAS. (v) *Village Hall Management Committee AGM*- this would be on Wednesday 5 October 2011 at 6.30 (subject to confirmation with Chairman of VHMC),
11. **Queen Elizabeth Playing Fields Challenge:** *to consider whether Little Chalfont Parish Council should nominate Westwood Park as a Queen Elizabeth Playing Field* – The details of the scheme had been circulated previously. Whilst the Council supported the overall objective of protecting playing fields it was agreed that further investigation should take place to ascertain that achievement of this status would not compromise any future improvements that the Council might seek to undertake at Westwood Park. Chairman and Clerk to make a decision based on the findings.
12. **Queen's Diamond Jubilee Celebrations 4 June 2012:** Following a discussion it was agreed that a short item should be included in the forthcoming newsletter asking residents whether they would wish the Council to celebrate the occasion and if so how.
13. **Electoral Review of Buckinghamshire - Draft recommendations:** *To discuss and agree the Council's response to the Boundary Commission review officer's letter of 18 August and the accompanying recommendations (the latter can be viewed at [www.lgbce.org.uk](http://www.lgbce.org.uk).) The deadline for responses is 10 October.* Cllr Drew confirmed that further to the consultation earlier in the year it was now proposed that Little Chalfont would have two county councillors and to facilitate this the Parish would have a new ward called Little Chalfont NE which would be allocated one of the existing 6 councillors from Little Chalfont Ward. A detailed discussion took place and it was agreed that the Clerk should respond on the

Council's behalf objecting to the proposals on the basis agreed. She would circulate a draft to Councillors prior to sending the final response.

14. **Work on Railway Between Little Chalfont and Chorleywood** : The Chairman reported that, on the basis of the Clerk's telephone conversation with London Underground and reports from residents, it is apparent that for safety reasons much of the work is being undertaken during the night. It was agreed that the Clerk should write to London Underground asking them to address the problem of disturbance to residents caused by workers shouting to each other and to keep the night time working to a minimum.
15. **Highways/Transport for Buckinghamshire Issues:** The Clerk gave an update on work carried out under the Parish Warden budget so far and plans to tidy up the verges to the South of the Village Green and round Nightingales Corner. It was agreed that a letter should be written to BCC about their poor management of the verge cutting contract. Other recurring problems would also be referred to in this letter, including flooding, gully emptying, the vandalised "vandal-proof" village entry sign in White Lion Road and graffiti on various signs. There was good news to report: Charsley Close is being resurfaced and arrangements are in hand to refill the grit bins. Finally, it was hoped to arrange a meeting with the Local Area Technician in the near future to which Councillors would be very welcome.
16. Notifications and Correspondence:
  - I. Cllr M Stannard's 22 August invitation to attend the Annual Chiltern Business Meeting on 13 October 2011 from 4-7pm in the Chiltern District Council Chamber
  - II. BCC Rights of Way Parish council Newsletter September 2011.  
[http://www.buckscc.gov.uk/bcc/row/parish\\_news.page](http://www.buckscc.gov.uk/bcc/row/parish_news.page)
  - III. 2 September e-mail from Caroline Saunders at CDC re campaign to stop number plate theft and the handing out of tamper proof screws between 10 and 2pm by the police on Thursday 15th September at Tesco, London Rd West, Amersham.
  - IV. BALC Newsletter "Matters Arising" Summer 2011 (to be handed out at the meeting).
  - V. The Playing Field – Summer 2011
  - VI. Community Impact Bucks Newsletter Summer 2011
  - VII. Chiltern News September 2011
  - VIII. CDC Waste Management 7 September e-mail re siting of recycling bin at Chenies Parade. It was noted that the position of the new bin had been agreed with CDC and that it would be placed on the Village Green near the pavement and one of the existing bins would be moved further down the green.
17. **Any Other Business.** (i) *Village Entry Sign* – see item 15 above (ii) *Chief Constable's Presentation* – Cllr Rafferty reported that the 30<sup>th</sup> Amersham Millennium Lecture would take place on Tuesday 11 October at St Michael's Church in Amersham. The Chief Constable would be speaking on "Challenges of Policing in Thames Valley". Tickets are £7 - £10.(iii) *Waste Transfer Station*- this would be discussed at the Planning Committee meeting on 20 September and Cllr Drew advised that he would be proposing that the documentation reading workload could be shared between the Parish Council and the LCCA.
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:**

19. **Buildings Working Party:** Actions arising from the 2 August 2011 meeting of the Working Party were discussed and the action to be taken by the Clerk agreed. Clerk is to report back on progress.
20. **Community Buildings Working Party:** The Chairman reported that an initial meeting had been held on 5 September and a further meeting had been arranged for 17 October.
21. **Westwood Park Drive and Car Park repairs:** A table comparing the three quotations received had been circulated prior to the meeting. It was agreed that the contract should be offered to Saunders Surfacing. Clerk to progress.
22. **Report on Progress with Contract Renewals:** The Clerk reported that following recent meetings two contractors (Forde and McHugh, and, Spruced-Up) had indicated a willingness to renew at 2009 and 2010 rates respectively with effect from 1 April 2012. A response was awaited from Amersham Town Council following a meeting the previous week.
23. **Date of next meeting:** Wednesday 12 October 2011 at 8.30pm (to follow on from a meeting of the Planning Committee scheduled to start at 7.30pm).

Signed.....

Date.....