

**Minutes of Little Chalfont Parish Council Fifth Annual Meeting
Held on Wednesday 11 May 2011 at 7.30pm
In the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr B Drew (Chairman); Cllr J Hinkly; Cllr L Hunt; Cllr V Patel; Cllr D Rafferty and Cllr G Smith.

In Attendance: Mrs J Mason (Clerk); Mrs K Sterling (Assistant Clerk)

Members of the Public: Mr P Gosling (Trustee, Citizens Advice Bureau, Chesham) and Mr M Parker.

Apologies for Absence: Cllr M Dear.

1. Appointment of Officers for 2011/12

(All appointments were unanimous)

- a. To Appoint a Chairman of the Council: Cllr B Drew was appointed. (Proposed by Cllr Smith and seconded by Cllr Hunt.)
- b. To Appoint a Vice Chairman of the Council: Cllr G Smith was appointed. (Proposed by Cllr Drew and seconded by Cllr Hunt.)
- c. To Appoint a Chairman of the Planning Committee: Cllr L Hunt was appointed. (Proposed by Cllr Drew and seconded by Cllr Patel.)
- d. To appoint a Vice Chairman of the Planning Committee: Cllr M Dear was appointed. (Proposed by Cllr Hunt and seconded by Cllr Smith.)
(Note – all members of Little Chalfont Parish Council are also members of the Planning Committee)

2. Declaration and Delivery of Acceptance of Office

- a. The Chairman signed a declaration of acceptance of office which was witnessed by the Clerk
- b. Cllrs Hinkly, Hunt, Patel, Rafferty and Smith signed declarations of acceptance of office, all of which were witnessed by the Clerk.

All of the above declarations were received by the council. It was agreed that the Clerk would make arrangements for Cllr Dear to sign his acceptance of office before the next meeting.

3. Schedule of Meetings 2011/12: The schedule of meetings was distributed. The Assistant Clerk drew Councillors' attention to the fact that the 2012 Chiltern District Planning dates were still subject to confirmation.

4. Confirmation of Casual Vacancy Following Elections 5 May 2011: Following the elections on 5 May it was confirmed that there is a councillor vacancy in Little Chalfont South.

5. To Propose and Agree Membership of Sub Committees

- a. Establishment Committee: The Chairman, Vice Chairman and Chairman of the Planning Committee were appointed. (Proposed by Cllr Drew and seconded by Cllr Rafferty).
- b. Village Hall Management Committee: It was agreed that Cllrs Drew, Rafferty and Smith be appointed.

6. To Propose and Agree Membership of Working Parties

- a. Westwood Park Working Party: Cllrs Drew, Hunt and Hinkley were appointed as Council representatives.
- b. Buildings Working Party: Cllrs Drew, Smith and Hunt were appointed.

7. To Propose and Agree Membership of Outside Bodies- the following was agreed:

- a. Neighbourhood Action Group: It was noted that there is an outstanding action to the Chairman to meet with representatives of the police and the LCCA to discuss the future operation of the NAG. It was agreed that Cllr Smith would also attend this meeting and that membership would be reviewed once the outcome of that meeting was known.

- b. GE Healthcare Liaison Group: Cllr V Patel was appointed.
 - c. Library Committee: Cllr L Hunt was appointed.
 - d. Little Chalfont Community Association Liaison: Cllr Rafferty was appointed. It was also agreed that Cllr Smith would retain his liaison role with the Association on the Turners Field development.
 - e. Little Chalfont Youth Club Management Committee: Cllr Drew and Cllr Rafferty were provisionally appointed.
 - f. Local Area Forum: Cllr Drew was appointed.
 - g. Chiltern Community Partnership: Cllr Drew was appointed.
 - h. Denham Aerodrome Consultative Committee: Cllr Smith was appointed.
 - i. Chiltern Heights Liaison Group: Cllr Rafferty was appointed in addition to the Clerk.
- 8. Report on the Council's Year 2010/11:** The Chairman presented an up-dated version of his annual report. It is available on the web-site.
- 9. Report on the Accounts 2010/11:** This had been previously circulated. The Clerk emphasised that figures contained in the report were subject to the completion of the year end accounts. Attention was drawn to the savings on expenditure as a result of the new grounds maintenance contracts. The report is available on the web-site.
- 10. Appointment of Auditors 2011/12:** Ernest Newhouse was reappointed as Internal Auditor. Mazars were reappointed as External Auditors.
- 11. To accept a resolution that standing orders be suspended to allow any members of the public to speak:** With the agreement of the Council the Chairman suspended standing orders and Mr P Gosling, Trustee, Citizens Advice Bureau, Chesham, spoke in support of the application for a grant referred to in item 17(3) below. Whilst the CAB were very grateful for the Council's previous offer of the Village Hall for outreach sessions it had not proved possible to find a regular slot because of other bookings. He hoped that the Council might be able to provide financial assistance. Demand for CAB services was growing and funding was dwindling. In the year 2009/10 the Chesham bureau had seen 289 Little Chalfont residents – a 7% increase on the previous year. Debt and employment related problems in particular were growing. Cllr Drew thanked Mr Gosling for his contribution and reinstated standing orders.
- 12. To receive and approve the minutes of the meeting held on 13 April 2011:** The minutes of the meeting held on 13 April were approved as a correct record and signed by the Chairman.
- 13. Declarations of Interest:** None
- 14. Approval by Chairman of Items for Any Other Business (item 23):** The following were agreed (i) Evening WI offer to plant the Triangle and (ii) response to letter from a member of the public about aircraft noise over the village.
- 15. To receive reports, as appropriate, from members of outside bodies:** (i) *Library Committee* – Cllr Hunt reported on the meeting the previous week and was pleased to advise that Trustee numbers were up to full strength (4). (ii) *LAF* – Cllr Drew reported that the next meeting was on 16 June. He would raise the fact that the VAS for Elizabeth Avenue promised from last year's budget still had not been installed. Applications for the two schemes discussed at the 13 April Council meeting had been submitted and BCC had requested precise locations for dropped kerbs.
- 16. Clerk's Report:** This had been previously circulated. The Clerk advised that she would be following up with Paradigm the actions from the 15 April meeting that the Chairman and she had had with them. She would be writing to Wicksteeds shortly, following the pre-contract meeting held on 19 April, confirming the need to include explicitly the terms set out in the Council's original tender documentation.
- 17. Financial matters:** (i) *List of payments and cheques to be signed* – payments totalling £10,331.93 were approved and the schedule was signed by the Chairman. (ii) *Update on annual return*- The Clerk hoped to finalise this over the next working week. She was hindered by Scottish Widows Bank's failure to provide statements, in particular for 31 March 2011, despite reminders and a letter authorised last week, signed by herself and the Chairman and Vice-chairman. A complaint would be submitted.
- 18. Grants and Donations:** The anticipated application from The Good Companions had not been received and the Little Chalfont Community Library would be submitting an application later in the year. The only application to consider therefore was from the Chesham Citizens Advice Bureau. Information prepared by Mr Gosling had been circulated in advance to the Council and this had been supported by the information presented under item 11 above. It was agreed that in view of the valuable service given to Little Chalfont residents a grant of £750 would be made.

- 19. Councillor Induction Training 26 July 2011:** *To confirm attendance at this session to be held in Amersham, 1800-2100hrs – Cllrs Hunt, Drew, Dear, Hinkly and Patel will attend. Clerk to confirm arrangements.*
- 20. Hall Hire and Pitch Charges:** *To decide whether hall hire and pitch charges should be increased for 2011/12. The Assistant Clerk circulated a schedule of comparative costs from other Towns and Parishes together with the current rates and an illustration of the impact of a 4% increase. Cllr Drew advised that the Hall Management Committee had been of the view that Hall charges should increase. Following discussion a motion was proposed that hall fees increase by 4%, that pitch charges remain static with the Clerk having the discretion to round all charges to an appropriate multiple of 50p. This was agreed following a vote in which two Councillors voted against the motion and four supported the motion.*
- 21. Editorial Space Available in Chiltern Times July 2011 Issue:** *To discuss and agree whether an article should be submitted by the Parish Council (information e-mailed to Councillors 3 May 2011). Deadline is 16 May- It was agreed not to submit an article.*
- 22. Reports and Notifications:**
- a. Val Letheren, BCC, 20 April e-mail re Roads Capital Programme (e-mailed 27 April)
 - b. HS2 Summit Presentation Notes (e-mailed 26 April)
 - c. BCC 20 April e-mail re Youth Service consultation (by e-mail 26 April)
 - d. A Goodrum, Chief Executive, Chiltern District, 28 April e-mail re appointment of Interim Director Derek Rowell
 - e. CDC 3 May e-mail advising that the CDC Emergency Plan 2011 is available on the CDC web-site
- 23. Any Other Business:** (i) *Planting of the Triangle-* The Clerk reported that the Evening WI members had agreed once again to contribute to the summer bedding planting. The Council expressed their thanks for this very generous offer. (ii) *Response re Aircraft Noise-* it was agreed that the Clerk should prepare a reply, clearing any technical content with Cllr Smith before sending.
- 24. Date of Next Meeting:** Wednesday 8 June 2011. The meeting will be in the Village Hall and will start at approximately 8.30pm following a meeting of the Planning Committee which commences at 7.30pm.

Signed.....

Date.....