

Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 11 April 2012 at 8pm in the
Village Hall Cokes Lane, Little Chalfont

Present: Cllr M Dear; Cllr B Drew (Chairman); Cllr L Hunt; Cllr J Hinkly and Cllr D Rafferty.

In attendance: Mrs J Mason (Clerk).

Members of the Public: Mr V Herath

1. **Apologies for absence:** These were received from Cllr M Parker and Cllr V Patel.
2. **Approve of the minutes of meetings held on 14 March 2012 and 28 March 2012 (already circulated):** The minutes of the meeting held on 14 March were approved as a correct record and were signed by the Chairman. Cllr Dear had questioned the accuracy of the confidential minutes of the 28 March meeting. It was agreed to defer discussion and approval of these minutes until after item 21 below.
3. **Proposal to suspend standing orders enabling members of the public to speak:** There were no members of the public present who wished to speak.
4. **Declarations of interest:** None.
5. **To agree items for Any Other Business:** The following were agreed (i) Offer by WI to serve refreshments at the Jubilee picnic on 4 June (ii) HS2.
6. **Chairman's Report:** This had been previously circulated. The Chairman reminded Councillors that the next LAF meeting would be on 18 April in the Village Hall. He reiterated his gratitude to Mr S Palfreman for organising the distribution of the Parish Council newsletter and it was agreed that the Clerk should write to Mr Palfreman thanking him on behalf of the Council.
7. **Clerk's Report:** This had been previously circulated and did not require further deliberation other than to discuss whether the **standing orders (minute 9(i) 14 March refers)** could now be finalised. As instructed on 14 March the Clerk had incorporated the changes agreed and had circulated these to Councillors on 2 April asking to be notified of any errors or omissions. Cllr Dear had subsequently raised a further issue, that is, whether a standing order could be added that would allow a motion of no confidence in the chairman/men and, if passed, would result in the said Chairman (or vice-chairman) having to resign. He had proposed some wording. In the meantime, the Clerk had been advised by the Buckinghamshire Association of Local Councils (BALC) that there was no legal provision for such an inclusion, which would be unlawful. Cllr Drew confirmed that this had been his understanding and that unless a Chairman resigned of his own volition, the only route for ousting someone was via the annual meeting, at which the first business to be transacted must be the election of the Chairman for the ensuing year. Cllr Dear then queried whether this was true. Notwithstanding, it was agreed that the standing orders as attached to the Clerk's 2 April e-mail were as agreed at the 14 March meeting. She would now regularise the formatting, undertake a final proof reading and then circulate a copy to each Councillor. A copy would be available at each meeting for reference as necessary. The standing orders would be reviewed at least annually and as required to reflect any changes in legislation. It was unlikely that any other changes would occur during the next six months (standing order 11 refers).

8. **Financial matters:** (i) *Income and Expenditure Report* – The report was dated 30 March and did not reflect the true year end status. It was noted that two year’s dog bin charges had been accounted for so that in future years only the charges relating to the current year would be included. (ii) *List of payments and cheques to be signed* – Payments totalling £9650.85 were approved and the schedule was signed by the Chairman. (iii) *VAT Return* – it was noted that the VAT return for the quarter 1 December 2011 – 29 February 2012 has been submitted.
9. **Governance and Accountability :**
- i. *Updated Risk Assessment:* Following a brief discussion the risk assessment documentation dated March/April 2012 was approved.
 - ii. *Review of Internal Audit:* The review of internal audit prepared by Cllr Parker was received and approved. Cllr Parker was thanked, in his absence, for his work in undertaking such a thorough review.
 - iii. *Notice of audit of accounts for the year ended 31 March 2012:* Receipt of Mazar’s 26 March 2012 letter enclosing the Annual Return pack was noted.
 - iv. *Internal Audit:* It was noted that the audit visit in relation to the accounts for the year ending 31 March 2012 will take place on Tuesday 29 May 2012.
10. **Reports (as appropriate) from outside bodies:** *Library* – Cllr Hunt reported that the Countdown evening had been a huge success and had raised over £500. A film crew from Nat West had recently spent a day at the library obtaining footage to promote their CommunityForce competition, which earlier in the year had resulted in the library winning £6275. *Youth Club* – Cllr Rafferty reported that he had recently been to Action for Youth in his capacity as CRB officer for the youth club. A management meeting was scheduled for later in the month. Although a new chairman was still being sought, the club had been successful in recruiting Mrs C Crease to the post of secretary. *Village Hall Management Committee* – The next meeting is on 25 April.
11. **Advertising Boards:** Cllr Drew reported that the number of inappropriately placed A boards and other unauthorised signage was proliferating throughout the village, particularly in the centre. It was agreed that the Clerk should send a letter to businesses reminding them of the provisions of the Highways Act being breached and urging them to keep A boards to a minimum and tucked into the edge of the building out of the way of pedestrians and other users of the footpaths and roads. Failure to cooperate could result in the removal of the offending A boards.
12. **Donkey Field** – *to update Councillors on Fonthill’s proposals for a residential care home and discuss further:* Further to the Planning Committee held on 20 March, Cllr Drew reported that Fonthill would not propose using the entire site for their care home but would only want to take up space equivalent to five housing plots. He circulated a sketch of the proposals. In the light of this information, the proposition would lead to more cars and people using the site over and above the numbers put forward by Countywide and did not therefore, have much attraction, especially as the rear of the care home would be what was visible from Burtons Lane.
13. **Arrangements for the Parish Meeting 30 May 2012:** The Metropolitan Line Manager had declined the invitation to speak on 30 May. No one else from London Underground was available. It was agreed that the Clerk should progress arrangements for the Parish meeting

by approaching a number of organisations with the intention of arranging an evening of informal discussion, with refreshments, on current topics such as neighbourhood planning, academy status of local schools, the parking survey and local policing.

14. **To discuss costs associated with putting up the bunting for the period over the Jubilee and Olympics:** The Clerk had so far approached two organisations regarding the erection and removal of bunting. One had declined to quote and a second had quoted over £800 to attach the bunting to buildings in the village centre. It was agreed that the bunting project and costs were to be shared with the LCCA and the bunting should, subject to agreement with BCC, be strung between the lampposts and any remaining bunting given to the traders etc to attach as they wished to their properties. It was further agreed that (i) a maximum contribution of £250 would be made by the Parish Council to the cost of putting up and removing the bunting (ii) the Clerk would obtain a revised quote and one further quotation and (iii) the Chairman would liaise with the Chairman of the LCCA.
15. **To agree free parking days for 2012:** The Parish Council is entitled to allocate five free parking days per year in the Snells Wood Car Park in Cokes Lane, which is owned by Chiltern District Council. Four have already been requested for 2012 (Village Day 16 June and the three Saturdays before Christmas). It was agreed that Saturday 2 June 2012 (during the Jubilee weekend) be requested as the fifth day.
16. **Feedback from Parish Newsletter:**
 - a. *Parking survey:* A number of members of the public had called or e-mailed the Parish office reporting on problem areas throughout the village and offering help with the project. They had been thanked and advised that they would be contacted again once more details were known of how the survey would progress. In the meantime, BCC had contacted Cllr Parker who had drafted a survey for consideration. A further update would be available on Cllr Parker's return.
 - b. *Parish Councillor Vacancy:* Two members of the public had contacted the Clerk expressing interest in becoming a Parish Councillor.
17. **Westwood Park Working Party 29 March 2012:** Cllrs Drew and Hinkly reported back on this meeting. Representatives from Chorleywood Cricket Club (CCC) and Westwood Park Football Club (WWPFC) had attended; their input had been very useful. There had been further discussion about the placing of a storage unit for use by WWPFC. It had been agreed that the club would mark out possible sites which would be reported back for final approval, as appropriate, by the Council. It had been made clear to the club that they would have to take responsibility for making the necessary planning application should the Council approve a proposal. Cllr Hinkly was undertaking a project to draft byelaws for the park. As the Council was aware, dog fouling continues to be a serious problem. One option might be to ban dogs altogether or keep them on leads. Some parks had fenced off areas where dogs could be let off the lead for a run. Public awareness needed to be raised further and to this end it was hoped that the Bucks Examiner would come along and publicise the problem dog fouling causes park users who have to clear up the mess before they can use the pitches. Turning to park signage, the Council approved a request from the Working Party to purchase two signs stating "Westwood Park" that CDC would allow to be placed below the Chenies Avenue street name signs. The cost would be £120. In addition, the purchase of a new 5 mph sign was approved at a cost of £65. Cllr Hinkly had met recently with the forestry commission and

the owners of Westwood (Restore Hope Latimer Estate) about the feasibility of installing a keep fit trail through the woods. The response had been encouraging and he would update the Council on further discussions. The Council agreed that although the project had not been given approval, it would be polite to advise the neighbouring parish, within whose boundaries the woods lie, that feasibility study was taking place.

18. **Community Buildings Working Party 2 April 2012:** Cllr Drew reported on progress to date.

19. **Notifications and Correspondence:**

- i. 16 March e-mail from Better Healthcare in Bucks, announcing a further public meeting on 3 April in High Wycombe (already circulated). Cllr Drew also advised Councillors that the Chiltern Clinical Commissioning Group were holding a public meeting on 17 April at Amersham Free Church from 6.30pm- 8pm.
- ii. 23 March 2012 letter from Rt Hon Cheryl Gillan MP attaching 20 March letter from Lin Holmer, Chief Executive, HMRC, acknowledging that organisation's shortcomings in relation to its treatment of the Parish Council. HMRC "...are looking at how we can improve the guidance to our staff..." as a result of the case.
- iii. 29 March e-mail from CDC asking for an update on Little Chalfont projects for inclusion in the refreshed Open Space Strategy. Replies are due by 21 April and the Clerk is authorised to respond on the Council's behalf.
- iv. 11 April e-mail form BALC advising that members of the public may possibly contact the Parish Council asking for ballot forms for places at the Queen's garden party on 25 June at Henley- on- Thames.

20. **Any Other Business:** (i) *Offer by WI to serve refreshments at the Jubilee picnic on 4 June* – the Parish Council are very happy to accept this kind offer subject to the Clerk first clearing the proposal with the group organising the picnic (ii) *HS2-* the Chairman advised that a stakeholder summit will take place on 19 April from 9.30am – 4pm

21. 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.

22. (i) **Approval of the minutes of the meeting held on 28 March 2012:** Minuted in confidential minute 22(i) of this 11 April 2012 meeting.

(ii) **Update on actions arising from the 28 March 2012 extraordinary meeting of the Council:** Minuted in confidential minute 22(ii) of this 11 April 2012 meeting.

23. **Date of next meeting:** Wednesday 9 May 2012 at 7.30pm in the Village Hall.

Signed.....

Date.....