

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 12 December 2012 at 7.30pm**  
**In the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew (Chairman); Cllr J Hinkly; Cllr L Hunt; Cllr S Keighley; Cllr D Rafferty; Cllr M Parker and Cllr V Patel.

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

1. **Apologies for absence:** There were no apologies for absence.
2. **Suspension of standing orders to allow any members of the public to speak:** There were no members of the public present.
3. **Approval of the minutes of the meeting held on 14 November 2012:** These were approved as a correct record and were duly signed by the Chairman.
4. **Declarations of Interest:** It was noted that on the advice of the Monitoring Officer, Councillors with property in the Parish should have declared a Declarable Pecuniary Interest (DPI) in relation to discussions under item 10, Budget and Precept. A resolution was proposed by Cllr Drew and seconded by Cllr Hunt that Councillors with such a DPI who had applied to the Clerk on the appropriate form should be granted a dispensation enabling them to speak and vote on item 10. All Councillors had indeed declared such an interest and had applied for a dispensation to speak and vote on the setting of the precept under the Local Government Finance Act, until 1 May 2015. Without the dispensation the number of persons prohibited from participating in this particular business would be so great a proportion of the Council as to impede the transaction of the business. The resolution was approved unanimously.
5. **Approval by Chairman of items for any other business:** The following were approved (i) LAF project proposals; (ii) recent advice from the Council's insurers, Came and Company; (iii) update on the Donkey Field planning application; (iv) 9 January 2013 Town and Parish Chairmen's meeting at CDC and (v) Community Centre discussions. It was agreed that in view of the commercial confidentiality of this subject that the agenda order would be varied and the matter discussed after item 18 below.
6. **Chairman's Report:** This had been previously circulated. Cllr Drew advised that the planting of the embankment at Beel Close had commenced which was welcomed. The road was due to be resurfaced the following week. However, barriers were still up and significant back filling of a trench had still to be completed. He hoped that in the meantime the various parties would liaise to ensure that the site was ready for resurfacing.
7. **Clerk's Report:** This had been previously circulated. Arising from the report, it was agreed that (i) a letter should be sent to Westwood Park Football Club thanking them for the new entrance sign at Westwood Park and (ii) the Clerk should consult with Mr Hoffmeister about a suitable date for him to brief the Council on HS2 issues.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) *Library* – Cllr Hinkly reported that although footfall was down slightly, events such as film nights were always popular; (ii) *Youth Club* – Cllr Rafferty reported and the Council was very disappointed to note that since the Youth Club had been meeting at St George's rather than Chalfont Valley E-Act Primary Academy, attendance had fallen. It was reported that a response had now been received from E-Act to the Clerk's 9 October letter expressing the Council's serious concerns about the decision not to allow the Club to meet on Academy premises. The response indicated that the decision had been made locally by staff in Little Chalfont.
9. **Financial matters:** (i) *List of payments and cheques to be signed* – the schedule of payments had been previously circulated. Following a brief discussion payments totalling £5,840.99 were approved. (ii)

*Income and Expenditure Report* - the report had been previously circulated and was noted following a brief discussion.

- 10. Budget Preparation 2013/14 and Precept:** The Clerk reported in detail on the outcome of the budget meeting held on 28 November 2012 and the budget proposals arising from that meeting as set out in the report entitled "Budget Preparation and Precept 2013/14" and the spread headed "Budget Detail – by Centre", both circulated before the meeting. An update was also given on current discussions about the impact of changes to the council tax base as a result of the local council tax support schemes that come into effect from April 2013 replacing council tax benefit. The agreement reached arising from the above report is in Attachment 1 to these minutes. Cllr Drew then proposed and Cllr Hunt seconded that the budget for 2013/14, as set out in the spread sheet, should be approved subject to the proviso that the precept for 2013/14 will not be agreed until further discussion has taken place. It is hoped that the precept can be set at the 9 January 2013 meeting. It was further agreed that it is not therefore possible to report accurately in these minutes the impact on reserves of the 2013/14 budget proposals. However, based on the projected outturn at the end of the financial year 2012/13, total reserves on 31 March 2013 will be £337,502.
- 11. Grants and donations:** The content of Mr J Brook's (Chairman, Friends of Little Chalfont Library) 14 November letter was noted.
- 12. MUGA and Tennis Court Resurfacing:** It was agreed to defer discussion of this item and the recommendations set out in the Assistant Clerk's report, to the 9 January 2013 meeting.
- 13. Parking Survey – discussions with other parties and authorities:** Cllr Parker reported on progress with the actions arising from the parking survey. On 29 November he, Cllr Drew and Cllr Patel had met staff from Transport for Buckinghamshire (TfB) to discuss the matters controlled by Buckinghamshire County Council. The meeting was helpful; however, obtaining any necessary traffic orders will be a lengthy process. TfB staff have agreed to review consultation letters to residents in certain roads about possible options aimed at improving parking. Once they have commented, the proposed letter will be circulated to the Council prior to sending it to residents. In addition, TfB staff are liaising with Cllr Parker about a "hot line" to the parking enforcement team for use locally to help improve enforcement of existing restrictions. There was less enthusiasm for this Council's proposal that parking at Chenies Parade be improved and increased, given the capital cost involved. Over the coming weeks Cllr Parker will work with the Clerk in writing to traders who are perceived to exacerbate parking difficulties. Turning to issues with London Underground, its representative had responded that changes to the car parking charges or expansion of the car park were not possible. However, the company will investigate how best to manage parking and associated matters at Station Approach and will report back. Finally, it was noted that the Clerk awaited further details of CDC's charges to the Council should it decide to fund free one hour parking at Snells Wood car park. It was agreed to discuss this matter once this information is received.
- 14. BCC Devolvement of Activities - to consider which activities might be devolved to the Parish Council with a view to progressing discussions with Buckinghamshire County Council:** It was agreed that the Clerk should write to BCC expressing the Council's interest in undertaking activities that might previously have been allocated to the Community Gangs eg sign cleaning, grass verge maintenance and cutting back of vegetation. The budget for these activities would also have to be transferred to the Parish Council.
- 15. Chiltern District Council DDPD - to consider and agree the proposed joint Parish Council/LCCA letter to Graham Winwright:** The draft was discussed and a few minor amendments suggested. Cllr Parker agreed to circulate a revised copy to all parties following which the Clerk will send the final version.
- 16. Reports and Notifications:**
  - i. Information from NHS Buckinghamshire and Oxfordshire Cluster regarding implementation of the Summary Care Record (SCR) scheme (e-mailed 4 December 2012).
  - ii. Connected Counties Superfast Broadband Newsletter November 2012 (e-mailed 4 December 2012).
  - iii. December Neighbourhood Policing Newsletter (e-mailed 30 November 2012).

iv. Details of the NHS Choose Well Campaign and the new NHS 111 non-emergency telephone line (e-mailed 4 December 2012).

- 17. Any Other Business:** (i) *LAF project proposals* – It was noted that expression of interest forms have to be with BCC by 31 December. It was agreed that the Clerk would circulate a list of four projects (parking feasibility study; cycle racks; a portable speed monitoring device; resurfacing the MUGA) to Councillors and ask them to prioritise with a view to deciding which project to recommend within the timescales set; (ii) *Insurance and risk* – recent advice from the Council’s insurers, Came and Company, about an increase in speculative “no win no fee” claims against Councils was noted. The Clerk will review with grounds contractors. (iii) *Donkey Field planning application*: Cllr Drew reported that the application’s receipt was anticipated; (iv) *9 January 2013 Town and Parish Chairmen’s meeting at CDC* – Cllr Drew asked Councillors to let him know if they had any matters they wished him to raise at the meeting; (v) *Community Centre discussions* - It was agreed that in view of the commercial confidentiality of this subject the matter would be discussed after item 18 below.
- 18.** A resolution was agreed 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:** Minuted in confidential minute 19 of this 12 December 2012 meeting.
- 20. Date of Next Meeting:** Wednesday 9 January 2013 at approximately 8.30pm in the Village Hall, to follow on from the Planning Committee meeting scheduled for the same evening.

Signed.....

Date.....

**Attachment 1**  
**Little Chalfont Parish Council**  
**12 December 2012 Minutes**  
**Budget Preparation 2013/14**

- I. Westwood Park: The main objective for the coming years will be to build reserves to enable public toilets to be installed at the park. These reserves will be built in the WWP Amenity Reserve (201 4207). The balance sheet reserve (WWP Drive, Courts and Playground Reserve), will be renamed WWP Amenity Reserve to match the budget heading.
- II. Village Hall/Community Centre: Budget Heading 201 4201 will be renamed Building Reserves (was Pavilion Reserve) and will be used to save for the Community Centre project. The balance sheet reserve heading Buildings and General Maintenance Reserve will be renamed Building Reserve.
- III. Village Hall current year: It is agreed not to progress with installing a new disabled toilet for the time being.
- IV. Allotments: It was agreed that in the coming year the Council will examine in depth how this project could be carried forward eg Community Impact Bucks will be asked if they have an expert volunteer who could help. Next year £18,000 will be budgeted, and a review will be undertaken towards the end of 2013/14 in the light of the appraisal carried out in that year. At that time an Allotment Reserve might be established with a timescale for completion.
- V. Cost of 1 Hour free Parking at Snells Wood: To be discussed further.
- VI. Cycle racks: £2,000 budgeted for 2013/14 (105 4070).
- VII. Improvements to Christmas Lights: £2,000 budgeted for 2013/14 (105 4070).
- VIII. Election reserve: It was agreed that a reserve be created to save £500 per year towards election costs.
- IX. Participatory Budgeting: It was agreed not to amend the grants policy to accommodate an element of PB during 2013/14. However, in the coming year research would be carried out into other Councils' experiences and a decision made regarding 2014/15.
- X. Salaries: Budget for next year increased to £40,000 (104 4000).
- XI. Grants received: £7,000 next year in anticipation of LAF funding (105 1050).
- XII. Community Park: Capital budget removed on understanding that will consider applications in exceptional circumstances (201 4209).
- XIII. Current Year Items to note: New computer and all-in-one printer for clerk/office (104 4003); new notice board in village centre (105 4070); identify more Parish Warden projects to do before year end (105 4082).