

Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 15 February 2012 at 7.30pm in the Village Hall
Cokes Lane, Little Chalfont

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

In attendance: Mrs K Sterling (Assistant Clerk)

1. **To receive apologies for absence:** None
2. **Approval of the minutes of the meeting held on 11 January 2012:** These were approved as a correct record and were duly signed by the Chairman. It is noted that Cllr Dear does not agree with the confidential minutes.
3. **Proposal to suspend standing orders enabling members of the public to speak:** No members of the public were present.
4. **To receive declarations of interest:** None
5. **Items for Any Other Business:** (i) Temporary closure of White Lion Road; (ii) Garden Share; (iii) Dog bins.
6. **Chairman's Report:** This had been previously circulated. It was agreed that the next newsletter would be distributed in March.
7. **Clerk's Report:** This had been previously circulated. It was agreed that the Council would support a common code of conduct for use by Towns and Parishes. The councillors have used the new planning access system and unanimously agree that it is much better than the previous one. They have asked the Clerk to feed back these comments to CDC.
8. **Financial matters:** (i) *Income and Expenditure Report*- circulated previously. The clerk would be asked to respond to questions regarding the balance sheet and water charges for Westwood Park; (ii) *List of payments and cheques to be signed*- Payments totalling £69,335.85 were approved. (iii) *VAT Inspection* – It was noted (a) that the inspector found the Parish Council's VAT accounting to be in accordance with VAT regulations and in particular Notice 749 "Local Authorities and similar bodies" and (b) the VAT for the staggered quarter 1 September – 30 November 2011 (£22,149.36) had been repaid to the Council ; (iv) *HMRC Appeal against Penalty for submitting 2010/2011 P35 Return late*: it was noted that HMRC's Appeal Review Officer's 30 January 2012 letter had been received and that the officer has cancelled the penalty. The Parish Council also noted that the return was sent in a timely manner and HMRC have acknowledged ambiguity in e-mails sent following on-line submission(s) of the return. (v) It was noted that, as agreed, on 11 January a general investment account with a 12 month term and investment of £50,000 had been opened with the Co-operative Bank.
9. **Governance and Accountability:** (i) *Update of Financial Procedures*: Cllr Drew proposed that the revised content be approved. This was seconded by Cllr Hunt. (ii) *Investment Strategy*: It was agreed to review this in March and, in the meantime Cllr Parker will make a couple of suggestions on the wording and action to be taken.
10. **Reports (as appropriate) from outside bodies:** (i) *The Library* – no update. (ii) *LCCA* – Cllr Parker missed the last meeting but there was nothing of significance for the Parish Council in the minutes. Cllr Drew spoke about a parking survey that the LCCA are keen to support but they do not have anyone able to take the lead on this. (iii) *LAF*- Cllr Drew attended the meeting on the 8th February. A petition from Chalfont Avenue residents was received and the LAF Chairman, County Cllr Butcher, agreed to organise a public meeting for the residents to discuss the parking on the corner of Russell Close. There was also discussion on a parking survey for Little Chalfont which the County Council can help with, although the Parish Council may need to make a financial contribution. Credit Unions were also discussed which are manned by volunteers. Councillors should contact Cllr Drew if they would like more information. The LAF was scheduled to discuss

the bids for transport and localities budget funding. However, it was decided to carry this forward to the next meeting in April. Finally the request from Cllr Butcher to use some of the money for cleaning out gullies was rejected.

- 11. Updates from Working Parties and Committee(s) (Chairman):** (i) *Westwood Park Working Party* Cllr Hinkly gave an update from the previous meeting of the Westwood Park Working Party held on 26 January 2012 and requested money from the Council for two areas of expenditure: Firstly he proposed the purchase of security lights, including LED lighting, and additional electrical sockets for the pavilion at a total cost of £910.00 + VAT. This was seconded by Cllr Hunt. Secondly, Cllr Hinkly proposed the conversion of the end rooms at the pavilion at a cost of £335.80 + VAT. This was seconded by Cllr Hunt. The Clerk will clarify whether there is budget available for this financial year or whether the expenditure will take place in the next financial year. (ii) *Hall Management Committee* Cllr Drew gave an update from the Hall Management Committee meeting on 18 January 2012. A request was made for funding to be available to purchase a data projector which will cost in the region of £3000. It was agreed that the Clerk should continue to look into the possibility of obtaining a data projector. (iii) *Buildings Working Party* Cllr Drew gave an update from the Buildings Working Party. Members had visited a number of village halls in the County to obtain ideas. An architect has kindly provided outline plans to the Working Party and a second architect will be doing the same within the next few weeks.
- 12. Electoral Review of Buckinghamshire - Final Recommendations:** (i) the content of the Review Officer's 1 February 2012 letter was noted and (ii) despite the Parish Council's objections set out in the Clerk's 3 October 2011 letter, Little Chalfont will be split between two divisions.
- 13. Digital Switch Over Update (Chairman):** Cllr Drew reported that the LCCA were taking the lead on ensuring that the local community was fully informed. Girls from DCHS are being trained to help people and the Parish Council will act as a liaison point.
- 14. Parish Council Newsletter:** It was agreed that the aim would be to distribute the newsletter in March. It was also agreed to include the Electoral Review decision in the newsletter.
- 15. HS2:** it was agreed that the Council would make no further comment on the government's decision.
- 16. Diamond Jubilee Celebrations:** (a) The Parish Council has been contacted by Little Chalfont Primary School regarding celebratory tree planting and residents regarding a possible gathering at Westwood Park over the Jubilee weekend (probably Monday 4 June). It was agreed to support both these initiatives. Cllr Drew proposed a total budget of £600 be set aside for Jubilee Celebrations in addition to the cost of bunting already ordered. This was seconded by Cllr Parker.
- 17. Buckinghamshire County Council Feedback Questionnaire on the Local Area Technician Service:** The Council agreed that the Clerk send the draft response circulated to Councillors prior to the meeting.
- 18. Run Leaders:** it was agreed that no action would be taken in respect of Natalie Davis, Community Activities Co-ordinator's 2 February e-mail.
- 19. Notifications and Correspondence:** The following were noted:
 - i. Alison Munro's (Chief Executive of HS2) 18 January 2012 letter advising of the route decision and setting out the arrangements for Community Forums.
 - ii. Cllr M Tett's 24 January 2012 letter to Towns and Parishes re HS2 and future action to campaign against the project.
 - iii. James Streeter, Policy Improvement Officer's, 23 January e-mail attaching Chiltern District Council's key objectives for 2012-14.
 - iv. Letter dated 25 January from Lin Hazell, County Council Chairman, BCC Public Health Overview and Scrutiny Committee, inviting comments on proposed changes to health service in Buckinghamshire (20 March deadline). The Assistant Clerk informed the Councillors that Buckinghamshire Local Involvement Network (LINK) would be holding a Question Time event about the 'Better Healthcare in

Bucks' Programme on Monday 05 March 2012 from 1pm – 3pm at the Village Hall. Feedback received from this event will be included in the Buckinghamshire LINK formal response to the Better Healthcare in Buckinghamshire consultation.

- v. Matters Arising Winter 2011/12 (BALC newsletter) – a copy was handed out to each Councillor at the meeting.
- vi. The Playing Field Winter 2011/12 – Buckinghamshire Playing Field Association Newsletter.
- vii. 31 January 2012 letter from Laura Witney, Legal Assistant, BCC, re road closure Stony Lane 27 Feb – 1 March and 30 April – 1 May. The date has changed and the road will now be closed from Thursday 01 March for approximately 8 days.

20. Any Other Business: (i) *Temporary Closure of White Lion Road* – it was noted that White Lion Road would have temporary traffic control for two weeks from 27 February to allow for essential gas works. It will then be closed between 1900 hours and 0600 hours from 19 March to 04 April 2012 for re-surfacing; (ii) *Garden Share* – Cllr Drew agreed to attend the Garden Share meeting at the Library on 21 February 2012 and speak in support of the scheme; (iii) *Dog Bins* – Cllr Patel requested that a dog bin be placed on the corner of Bedford Ave and Chenies Ave. Other Councillors did not support this suggestion because dog bins are not generally provided in residential roads.

21. Date of next meeting: Wednesday 14 March 2012 at 7.30pm in the Village Hall.

Signed.....

Date.....