

**Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 13 November 2013 at 8.20pm
In the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr B Drew; Cllr J Hinkly; Cllr L Hunt; Cllr M Parker (Chairman); Cllr V Patel; Cllr J Wyper.

In attendance: Mrs J Mason (Clerk).

- 1. Apologies for absence:** These were received from Cllr D Rafferty and Cllr J Walford, OBE.
- 2. Proposal to suspend standing orders enabling members of the public to speak:** There were no members of the public present.
- 3. Approval of the minutes of the meeting held on 9 October 2013:** These were agreed as a correct record and were signed by the Chairman.
- 4. Declarations of Interest:** None.
- 5. Approval by Chairman of items for any other business:** (i) Cllr Parker wished to make a statement relating to a grant application approved at the 9 October 2013 meeting.
- 6. Chairman's Report:** This had been previously circulated.
- 7. Clerk's Report:** This had been previously circulated. Attention was drawn in particular to the section dealing with introduction of one hour free parking, it was noted that despite recent and on-going publicity for the scheme, some residents had unfortunately failed to display the free one hour tickets in their windscreens and had as a result received parking fines. It was agreed that the Clerk should contact Chiltern District to ask if there was any opportunity for leniency and a more prominent sign in the car park.
- 8. To receive reports, as appropriate, from members of outside bodies and working parties:**
 - i. LCCA* – Cllr Parker had been unable to attend the last meeting. However, he was aware that the Donkey Field planning application and the Nature Park public exhibitions had been the major items discussed.
 - ii. Community Buildings Working Party* – There had been a meeting on 4 November and a further response to Chiltern District Council had been discussed. Visits to the final three architects' projects and offices had started and would be completed by the end of November. It was hoped that the architects' briefing for the next presentations, scheduled for the New Year, would be discussed at the December or January meeting of the Parish Council.
- 9. Financial matters:**
 - i. List of payments and cheques:* A schedule of payments totalling £36,049.87 had been previously circulated. Following a discussion the Chairman signed and dated the schedule which was approved.
 - ii. Income and Expenditure Report:* This had been previously circulated and was discussed. It was noted that the budget outturn for 2013/14, the budget for 2014/15 and precept for 2014/15 would be discussed at the 11 December 2013 meeting.
- 10. Grants and Donations – to consider applications from the following organisations (papers already circulated for i and ii):**
 - i. Age UK Buckinghamshire-* Following a discussion Cllr Drew proposed and Cllr Parker seconded that a donation of £500 should be awarded. This was agreed unanimously.
 - ii. The Chilterns Dial-a-Ride-* Following a discussion Cllr Drew proposed and Cllr Hunt seconded that a donation of £250 be awarded. There was a vote and the resolution was agreed. Five councillors voted in favour with one abstention.

- iii. *Crossing on the A404* - Arising from recent meetings of the LAF, Buckinghamshire County Council had subsequently requested contributions towards the cost of traffic calming measures on the A404 to help people cross more safely between Halifax House and Chenies Parade. Following a discussion Cllr Hunt proposed and Cllr Parker seconded that the Parish Council would contribute £3,100 towards the project, on the understanding that the Parish Council would make efforts to recoup some of these costs including making an LAF grant application for 2014/15. It was noted that Paradigm Housing had agreed a total contribution of £2,500 and that BCC had, at the most recent LAF meeting, agreed a contribution from the Community Leader's budget.

11. LAF Funding: (i) *Update on procurement of current year projects outstanding (cycle racks and mobile vehicle activated sign- MVAS)* – The cycle racks would be installed in the near future and it was noted that the Assistant Clerk had negotiated a very good rate for installation which would reduce total expenditure from £2,000 to around £900. She would be in a position to order the MVAS shortly but first would be circulating to Councillors a list of proposed sites for their consideration. The number of sites and precise locations agreed would impact on the cost of the fixing mechanisms; (ii) *To consider possible projects for 2014/15* – Councillors were asked to give thought to possible projects for discussion at the 11 December Parish Council meeting. Cllr Parker reminded colleagues of LAF priorities, which the Clerk will circulate. In relation to the green spaces priority, Cllr Parker suggested tree planting on the village green and replacement trees in Amersham Road.

12. Reports and Notifications:

- i. October Neighbourhood Policing Newsletter (circulated 11 October 2013);
- ii. November Edition of MyBucks (circulated 25 October 2013);
- iii. CDC's 24 October letter confirming their decision to proceed with the Off-street Parking Places Order 2013 previously advertised.
- iv. BCC cabinet member Cllr M Phillip's recent letter requesting completion of the survey about County Council priorities from April 2014. The Parish Council is also asked to promote the associated consultation. *It was noted that details were on the Parish Council notice boards and the web-site. Although the Parish Council would not be sending a response, councillors were urged to respond as private individuals by the closing date, 18 November 2013.*

13. Questionnaire to Towns and Parishes about local youth involvement: The Parish Council response to an e-mail dated 31 October 2013 from Alison Derrick, Young Civic Futures Officer at Buckinghamshire County Council was discussed. The Council welcomes this initiative and the Clerk was asked to complete the questionnaire provided and nominate Cllr D Rafferty as the Council's point of contact.

14. Members Allowances: In response to CDC's Democratic Services Officer's 24 October e-mail it was agreed for 2014/15 that (i) as recommended a parish basic allowance would not be paid to all members; (ii) as recommended a parish basic allowance will be paid to the Chairman only. However, it was agreed that for Little Chalfont Parish Council this allowance will remain at £100 and not the higher level indicated (£480); (ii) for journeys on authorised Council business mileage at the prevailing HMRC non-taxable rate can be claimed (currently 45p per mile for car journeys). The Clerk will advise CDC as requested.

15. Overgrown vegetation, litter and neglected footpaths: This matter had been raised by a member of the public at the 9 October meeting of the Parish Council. Possible actions were now discussed and it was agreed that Cllrs Walford, Wyper and the Clerk would examine the area at a walk about already scheduled for Friday 6 December, starting at 1.30pm. Recommendations arising would be forwarded to the appropriate authorities and consideration would also be given to any remedial action the Parish Council might take.

16. Chiltern and South Bucks Strategic Partnership: The Parish Councils response to the e-mail from Aisha Bi's dated 5 November was discussed. The Clerk will respond.

17. **UK Small Business Saturday 7 December:** The Chairman advised that local business will be participating and there will be special events, offers and the opportunity to haggle.
18. **Any Other Business:** The Chairman ruled that this item should not be discussed.
19. 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 (items are confidential for commercial, contractual and legal reasons). NB Minuted in these 13 November minutes as there is no confidential content.
20. **To receive and approve the confidential minutes of the meeting held on 11 September 2013:** Item removed from agenda (approved at 9 October meeting).
21. **Buildings Working Party:** A response is still awaited.
22. **Purchase of new cooker for the Village Hall kitchen:** Deferred to a future meeting.
23. **VAT advice relating to future contracts:** Helpful advice had been received although the Clerk had asked for clarification on a number of points and a further response was awaited.
24. **Date of Next Meeting:** Wednesday 11 December 2013 at 7.30pm in the Village Hall.

Signed.....

Date.....