

**Minutes of Little Chalfont Parish Council's Seventh Annual Meeting  
Held on Wednesday 8 May 2013 at 8.15pm  
In the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew (Chairman); Cllr J Hinkly; Cllr M Parker; Cllr V Patel; Cllr D Rafferty.

**Members of the Public:** Ms L Mowat (Bucks Examiner).

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

**Apologies for absence:** Received from Cllr L Hunt and Cllr J Walford, OBE.

**1. Appointments 2013/14**

- a. *To Appoint a Chairman of the Council:* Cllr Hinkly proposed, seconded by Cllr Parker, that Cllr Drew be appointed Chairman of the Parish Council. This was agreed unanimously.
- b. *To Appoint a Vice Chairman of the Council:* Cllr Drew proposed, seconded by Cllr Parker, that Cllr Hinkly be appointed Vice-Chairman of the Parish Council. This was agreed unanimously.
- c. *To Appoint a Chairman of the Planning Committee:* Cllr Drew proposed, seconded by Cllr Patel, that Cllr Parker be appointed chairman of the Planning Committee. This was agreed unanimously.
- d. *To appoint a Vice Chairman of the Planning Committee:* Cllr Drew proposed, seconded by Cllr Parker, that Cllr Rafferty be appointed Vice Chairman of the Planning Committee. This was agreed unanimously.

(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 office which was witnessed by the Clerk.

**3. Schedule of Meetings 2013/14:** This will follow in due course once the dates for CDC's planning committee up until May 2014 are known.

**4. To Propose and Agree Membership of Sub-Committees 2013/14**

- a. *Establishment Committee:* It was agreed unanimously that members of this committee would be the Chairman, Vice Chairman and Chairman of the Planning Committee.
- b. *Village Hall Management Committee:* It was agreed unanimously that Cllrs Drew, Rafferty and Hinkly would be members of this committee.

**5. To Propose and Agree Membership of Working Parties 2013/14**

- a. *Westwood Park Working Party:* It was agreed unanimously that Cllrs Drew, Hinkly and Rafferty would be members of this working party.
- b. *Buildings Working Party:* It was agreed unanimously that Cllrs Drew, Hinkly and Parker would be members of this working party, together with Cllr Hunt on her return from a sabbatical.
- c. *Community Buildings Working Party:* It was agreed unanimously that Cllrs Drew, Hinkly and Walford would be members of this working party

**6. To Propose and Agree Representation on Outside Bodies**

**(NB the following representatives were all agreed unanimously)**

- a. *Neighbourhood Policing Team Liaison Forum:* Cllr Parker with day-to day liaison being delegated to the Clerk.
- b. *GE Healthcare Liaison Group:* Cllr Patel.
- c. *Library Committee:* Cllr Hinkly.
- d. *Little Chalfont Community Association Liaison:* Cllr Parker.
- e. *Little Chalfont Youth Club Management Committee:* Cllr Rafferty.
- f. *Local Area Forum:* Cllr Drew.
- g. *Chiltern and South Bucks Community Partnership:* Cllr Drew. Cllr Drew is also a member of the steering group.
- h. *Nature Park Action Group:* Clerk.

- 7. Report on the Council's Year 2012/13:** Cllr Drew's report had been previously circulated and is available on the Parish Council web-site [www.littlechalfont-pc.gov.uk](http://www.littlechalfont-pc.gov.uk). He drew attention to progress made over the year with particular reference to the parking survey, improvements at Westwood Park, the work of the planning committee, the Council's contribution to the Nature Park project and progress with the community buildings project. He thanked councillors and staff for their efforts throughout the year. He was delighted that Cllr Walford had recently joined the Council. Unhappily, there is now a further casual vacancy following the death of Cllr Sheila Keighley who is sadly missed.
- 8. Report on the Accounts 2012/13:** The report had been previously circulated and is available on the Parish Council's web-site [www.littlechalfont-pc.gov.uk](http://www.littlechalfont-pc.gov.uk). The Clerk gave an overview of income and expenditure for the year together with details of accounts, investments, the Council's budgetary process and audit arrangements. At the start of the year, the Council started with a reserves opening balance of £281,576 and at 31 March 2013 reserves stood at £348,000.
- 9. Appointment of Auditors 2013/14:** It was unanimously agreed Ernest Newhouse should continue as the Council's Internal Auditor and Mazars should continue as the Council's External Auditors.
- 10. Resolution to suspend standing orders be suspended to allow any members of the public to speak:** There were no members of the public present who wished to speak.
- 11. Approve of the minutes of the meeting held on 10 April 2013:** These were approved as a correct record and were duly signed as such by the Chairman.
- 12. Declarations of Interest:** None.
- 13. Approval by Chairman of Items for Any Other Business:** The following were approved - (i) Donation to local food bank; (ii) Election of County Cllr Noel Brown and (iii) Vacancy for a Councillor.
- 14. Clerk's Report:** This had been previously circulated. In response to a query from CDC about the allocation of a fifth free days parking at Snell's Wood Car Park, it was agreed that the fourth Saturday before Christmas should be the agreed day. It was also noted that the tennis court resurfacing and the Titan swing surface replacement had completed to a high standard and both areas were looking first rate.
- 15. To receive reports, as appropriate, from members of outside bodies and working parties:** *LCCA* – Cllr Parker reported that the DDPD response would be completed shortly; *Library* – Cllr Hinkly advised that the Treasurer had issued his report on the library accounts. The draft budget for income is £33,000. The AGM will be on 22 May and Committee members had indicated that they would stand again. A variety of activities for young children continue to take place and a number of fund raising events were in the pipe line.
- 16. Parking survey - To receive an update from Cllr Parker:** It was confirmed that following a number of requests from the Parish Council a meeting with representatives from Buckinghamshire County Council about the feasibility study was likely to take place the following week.
- 17. Installation of replacement and additional metal bollards at Burtons Lane:** Following recent discussions and correspondence with representatives from BCC, it was proposed by Cllr Parker and seconded by Cllr Hinkly, that a budget of £2,000 be allocated by the Parish Council in the current year as a contribution towards the cost of the new and replacement bollards at the top of Burtons Lane. The Clerk was delegated to liaise with the County Council local area technician with a view to BCC replacing and paying for four bollards. The Parish Council would pay for BCC to replace six of the existing bollards and install the three additional ones. She would also look at the possibility of installing bollards to match those outside the fish and chip shop.
- 18. Village Hall Management Committee- Report from the 22 April 2013 Meeting:** Cllr Drew reported that the committee had received updates on a number of issues including progress with the community centre project.
- 19. Westwood Park Working Party - Report from the 18 April 2013 meeting:** The working party had been updated on a number of issues.
- 20. LAF Funding:** It was noted that (i) written confirmation has been received from Buckinghamshire County Council confirming the 2013/14 funding towards the MUGA resurfacing and cycle racks and (ii) Louise Wills of BCC has requested a report with photographs, by 10 May, on the second half of the MUGA for which we received funding in 2012/13. This is to enable her to report on completed projects at the next LAF meeting on 22 May.
- 21. Parish Meeting 15 May 2013:** It was reported that everything was in hand for the meeting the following week.

**22. Financial matters:** (i) *List of payments and cheques to be signed* – This had been previously circulated and payments totalling £23,802.66 were approved. The schedule was signed by the Chairman; (ii) *Annual Return 2012/13*– The papers had been previously circulated and were discussed in detail together with the reasons for any variances between 2011/12 and 2012/13. As the Council had been informed previously, it was noted that the asset register had been reformatted on the advice of the external auditors in the section of the 2011/12 Annual Return for other matters not affecting their opinion. The main impact of this change is that the book value of the Council’s properties now reflects their actual value rather than treating them as community assets with a nominal value of £1. At the year ending 31 March 2012 total fixed assets were £19,831. As a result of the change described above, total fixed assets at 31 March 2013 are £1,006,462. The Chairman and Clerk then signed sections 1 and 2 of the Annual return 2012/13. It was noted that the internal Auditor would be making his inspection on 24 May 2013. If the books and other matters within his remit are in order he would be able to sign Section 4 of the Annual Return at the end of his visit; (iii) *Schedule of s137 payments 2012/13* - the schedule had been previously circulated. It confirmed that the Parish Council’s section 137 statutory limit for 2012/13 was £31,865 of which £9,309.98 had been spent; (iv) *To discuss allocation of reserves 2013/14*- This will be carried forward to the 12 June 2013 meeting; (v) *Scottish Widows* - A further reduction in the Scottish Widows seven day access account interest rate was noted (from 0.75% to 0.40% wef 4 July 2013.) ; (vi) *Co-operative Bank* - It was noted that one of the two fixed rate deposit accounts with the Co-operative Bank matures on 21 May 2013. The Clerk was asked to arrange for the full maturity value to be reinvested in a further fixed rate account with the bank for a 12 month term. [Decision rescinded following subsequent Moody’s downgrading of the Co-operative Bank’s rating.]

**23. Reports and Notifications:**

- a) General Sir David Richards, Chief of the Defence Staff, 25 April letter about Armed Forces Day on 29 June.
- b) Paul Nanji, Principal Leisure and Community Officer, CDC, 26 April e-mail enclosing information about Community Grant Aid funding. Closing date for applications is 7 June 2013.
- c) Michael Veryard, Principal Housing Officer, CDC, 26 April e-mail about consultation on changes to allocations procedure for the Bucks Home Choice Scheme.
- d) Local Government Information Unit 19 April briefing about Neighbourhood Planning.

**24. Any Other Business:** (i) *Donation to local food bank* – The organisers of the local food bank might make an application for a grant. They would be advised to contact the Clerk; (ii) *Election of County Cllr Noel Brown* – following changes to the Buckinghamshire County Council boundaries and the elections on 2 May, it was noted that Cllr Noel Brown is now the County Councillor for the north east section of Little Chalfont falling within the BCC Chess Valley Division. It was agreed that the Clerk should contact him in welcome and invite him to the Parish meeting; (iii) *Vacancy for a Councillor*- It was agreed that the casual vacancy arising from the death of Cllr Keighley should now be advertised.

**25.** 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. (Such item(s) are confidential because they deal variously with commercial, contractual and legal matters.) NB at the time of writing the minutes and in view of the brevity of the discussions, the matter is not considered confidential in this instance.

**26. Buildings Working Party:** (i) *To receive an update* – Responses from the various parties are awaited.

**27. Date of Next Meeting:** Wednesday 12 June 2013 in the Village Hall at 7.30pm.

Signed.....

Date.....