

**Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 12 March 2014 at 7.30pm
In the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr B Drew (Chairman); Cllr J Hinkly; Cllr D Rafferty; Cllr M Parker; Cllr V Patel; Cllr J Walford, OBE and Cllr J Wyper.

In attendance: Mrs J Mason.

Members of the public: A Bradbury; R Buttner; S Coleman; J Duffy; A Hall; E Hall; J Harrison; R Harrison; K Mulkern and I Sutcliffe.

1. **Apologies for absence:** these were received from Cllr L Hunt.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins):** Cllr Drew proposed and Cllr Hinkly seconded the resolution which was agreed unanimously. The Chairman invited members of the public to speak. Mr I Sutcliffe, Treasurer, Westwood Park Football Club, hoped that the Parish Council would support the Club's proposal that they install a wooden storage shed by the high hedge adjacent to the existing pavilion at Westwood Park (see item 16 below). Such a facility would greatly help this popular and growing club by allowing more goal posts, nets and other equipment to be stored on site rather than being dismantled and taken off site after every match. Mr J Duffy, supported by other members of the public present, spoke about road and pedestrian safety issues at the Chalfont Avenue/Bedford Avenue junction. His son, a pupil at Little Chalfont Primary School, had recently been struck by a vehicle. A sketch of the site with possible solutions was circulated and the problems caused by illegally parked cars on this blind corner were emphasised. Thirty two children live in Bedford Avenue and the issue is of concern not only to these residents but to others passing through the area, particularly parents and children using the nursery school in Chalfont Avenue. In conclusion Mr Duffy hoped that the Parish Council would be able to bring pressure to bear on Buckinghamshire County Council to improve safety at the junction (see also item 17 below). Thanking members of the public for their contributions, Cllr Drew reinstated standing orders.
3. **To receive and approve the minutes of the meeting held on 12 February 2014:** These were approved as a correct record and were signed by the Chairman as such.
4. **To receive declarations of interest:** None.
5. **Approval by Chairman of items for any other business:** The following were approved (i) confirmation of Council attendees at the walk about with Cllr P Martin (CDC) and P Snell (Local Area Technician, BCC) on Friday 14 May; (ii) state of storage shed behind the village hall and (iii) parking survey update.
6. **Chairman's Report:** This had been previously circulated. In particular Cllr Drew expressed disappointment that the LAF had not supported the Parish Council's funding application for specialist MUGA fencing at Westwood Park. Public turnout for the waste transfer station exhibitions had been good and the majority had objected to the proposals. It was clear to him that if the proposals did go ahead it would be necessary to make huge improvements to the site entrance. In conclusion, he advised that there were now four speakers for the Parish Meeting on 7 May; Cllr Martin Tett, (Leader BCC); Kate Lewis (GE Healthcare); Geoff Hobbs (Scheduling Manager, Metropolitan Line) and Superintendent S Hockin (TVP).
7. **Clerk's Report:** This had been previously circulated. It was noted that the Clerk would be appealing against the recent water bill received following the leak at Westwood Park. In addition, the Council's insurers had indicated that at least part of this cost was likely to be insured.
8. **To receive reports, as appropriate, from members of outside bodies and working parties, including the Local Area Forum (LAF) on 19 February:** (i) *Library Committee*- Cllr Hinkly reported that the Chairman, Mr J Brooks, would be moving from the immediate area and had indicated that he would

be happy to continue in his position if the trustees were happy for him so to do. New cycle racks had been ordered via the Parish Council as a result of LAF funding for the current year. Consideration was being given to installing a portacabin at the rear of the library to provide additional storage. A World War I exhibition was being planned and a quiz night would be held in the Village Hall on 4 October 2014. *(ii) LCCA* – Cllr Parker reported that he had been unable to attend the recent meeting although the agenda had included the Donkey Field, the draft delivery plan document and CDC's review of the Open Spaces Strategy.

- 9. LAF Funding 2014/15** - *To discuss new projects in the light of decisions made at the 19 February meeting and subsequent correspondence with BCC officers:* Following a discussion it was agreed that in advance of the May meeting of the LAF the Clerk should look at the cost of two possible projects for submission. First, improvements to the bollards around and adjacent to the patch of land outside the chemist and art shops in Nightingales Parade together with attractive planting. Secondly, the equipment necessary for the Parish Council to launch a speed watch campaign. A further discussion would take place at the 9 April meeting of the Parish Council.
- 10. Launch of South Bucks Community Bank 24 January 2014:** *To receive Cllr Walford's report following her attendance and to discuss as appropriate (report circulated 5 March 2014)* - The report was received with interest. It was agreed that at a future date the Parish Council might invest in the bank in support of such a worthwhile initiative. In the meantime Cllr Walford would follow up an outstanding query with the bank as to whether FSCS protection would apply.
- 11. Financial matters:** *(i) List of payments and cheques to be signed* - The schedule had been previously circulated and was discussed. Payments totalling £12,286.21 were authorised and the schedule was signed by the Chairman; *(ii) Income and Expenditure Report* – This had been previously circulated under cover of the Clerk's 11 March e-mail. Following a discussion it was agreed that the Clerk should create a new cost code for 2014/15 entitled Crossing A404 against which to allocate expenditure associated with the crossing between Halifax House and Chenies Parade. It was noted that the Clerk had carried out a review of income and expenditure for 2013/14 and as a result the projected budget surplus had decreased from £33,735 to £31,033. This means that reserves at 31 March 2014 would therefore be £379,033 plus transfers in reserves of £35,000 so a total of £414,033. It was also noted that no allowance had been made for the large water bill at Westwood Park (see item 7 above); *(iii) VAT Partial Exemption 2012/13* - The Clerk was pleased to report that DCK Beavers Ltd had now completed the long form calculation and in a letter dated 11 March 2014 had confirmed that Little Chalfont is under the De Minimis level for the year. The calculation for 2013/14 will be undertaken after the year end; *(iv) VAT Return* – The Clerk reported that she had recently submitted the VAT return for the staggered quarter ending 28 February 2014 and HMRC will shortly be making a repayment to the Council of £5,770.67.
- 12. Review of Policies and Procedures:** It was noted that the Council's Standing Orders and Risk Assessments will be reviewed by the Clerk in the coming weeks and discussed at the 9 April meeting of the Parish Council.
- 13. Asset Register and Insurance:** *(i)* It was noted that the Clerk will update the asset register as necessary and *(ii)* following a report on the meeting the Clerk and the Chairman had had that morning with Came and Co (Parish Council's insurers) the Clerk was authorised to renew the Parish Council's insurance policy with Came and Co from 1 April 2014.
- 14. Renewal of Gas and Electricity Contracts Village Hall and Pavilion:** It was noted and approved that the first of the contracts to be renewed (Village Hall Electricity, currently with British Gas) has been placed with Scottish and Southern Energy for a three year period with effect from July 2014. This should save the Parish Council over 20% based on current year consumption.
- 15. (i) Renewal of Hall Hire and Pitch and Pavilion Charges (ii) Hall Keys:** *(i) To consider the schedule prepared by the Assistant Clerk and agree charges with effect from 1 April 2014* – Following a discussion it was agreed that with effect from 1 April 2014 hall hire and pitch/pavilion charges will be increased by 3%, subject to appropriate rounding; *(ii) Hall Keys* – As most Councillors were aware,

a hall key had recently been lost by a hall user. Unfortunately the key had been labelled "Hall Key". The Clerk reported that in view of security and lone worker concerns, she had asked the Assistant Clerk to make arrangements for the locks to be replaced and new keys issued. In addition, the hall terms and conditions would be changed so that if in future the loss of a key necessitated a change of locks, then the user group or user would undertake to reimburse the Council for the cost involved. Came and Co. had endorsed this approach at the meeting earlier in the day as did the Council.

- 16. Westwood Park Football Club Storage Solution:** *To discuss and, if appropriate agree, the solution suggested in the club treasurer's paper circulated on 5 March 2014* – Following a discussion it was agreed unanimously to support the solution suggested subject of course to the Club providing professional confirmation that the excavation required will not cause problems to the hedge or MUGA and a formal agreement of terms being reached between the Club and the Parish Council regarding their use of the land at the site proposed.
- 17. Road traffic incident Bedford Avenue/ Chalfont Avenue:** *To discuss the incident described in Little Chalfont Primary School Head teacher's 28 February letter (circulated 5 March 2014)* – This refers to the same incident raised by a member of the public at item 2 above. A detailed discussion took place covering the problems of illegal parking, blind corners, land ownership and inadequate signage together with possible solutions. It was agreed that: (i) Transport for London would be contacted with a view to improving signage; (ii) TfB should be asked to take down the erroneous school patrol sign and repaint lines as necessary; (iii) the CPSO should be alerted; (iii) the Local Area Technician should be asked what footpath improvements could be made for a longer term solution; (iv) Mr Duffy and the other concerned parents should be encouraged to make their case to Buckinghamshire County Council at the next LAF meeting in May (the Clerk will advise them of the process) and (v) the Clerk will reply to the Head Teacher and advise her of the foregoing.
- 18. Chiltern District Council Open Spaces and Recreational Strategy:** *To discuss the Council's response to CDC's Principal Leisure and Community Officer's 24 February e-mail and attachments (circulated 24 February 2014)* – It was agreed that Cllr Parker would co-ordinate the Council's response, and correct any inaccuracies and omissions, in liaison with the LCCA. The Clerk will update the section dealing with Westwood Park. The deadline for responses is Friday 2 May 2014.
- 19. Parish Council's response to NALC about the government consultation on its draft Openness of Local Government Bodies Regulations 2014:** It was noted that the Council's response, agreed by e-mail, was sent before the 10 March 2014 deadline.
- 20. Little Chalfont Nature Park:** *To (i) discuss and as appropriate approve the action group's recommendations arising from comments made by the public at last year's exhibitions (papers circulated 5 March 2014)* – The papers circulated were discussed and received;
(ii) receive feedback from the informal meeting with members of Little Chalfont Charitable Trust on 10 March 2014 – The Chairman reported on a meeting he, Cllr Wyper and the Clerk had had with representatives of LCCT on 10 March 2014 about the future lease between the two parties. In essence, because of constraints necessarily imposed by the charity commission, the LCCT might be proposing a much shorter lease, possibly in the order of 7 years which they hoped would be renewed after that period. At Parish Council representatives' request, further details and documentation had been sought and this information might be available for further discussion at the 9 April meeting of the Parish Council.
- 21. London Underground/ Metropolitan Line:** *To receive and as appropriate comment on Dave White's (General Manager of the Metropolitan Line) 21 February response to the Council's 13 January letter. (Circulated 26 February 2014)* – The letter was received and it was agreed that no further response was needed at this stage beyond that already given by the Clerk when thanking Mr White and Geoff Hobbs for the latter's undertaking to attend the 7 May Parish Meeting.
- 22. Reports and Notifications:**
 - (i)** Chiltern Society volunteer Alison Harris' 28 February e-mail about recent work on the footpath between Nightingales Lane and Burtons Lane (circulated 3 March 2014).

- (ii) Chiltern Society Magazine Spring 2014 (available from Parish Office).
- (iii) BCC's 4 March 2014 notification about emergency pothole repairs that took place that day in Bell Lane, from Beechwood Avenue to the junction with Latimer Road (circulated 4 March 2014).
- (iv) Press Release 4651 dated 7 March 2014 from BCC entitled "Working Together to Ditch the Problem".
- (v) Press release 4657 dated 7 March 2014 from BCC entitled "Road Treatment Programme".

23. Any other Business:

- (i) Confirmation of Council attendees at the walk about with Cllr P Martin (CDC) and P Snell (Local Area Technician, BCC) on Friday 14 May – Cllrs Hinkly and Rafferty will attend.
- (ii) State of storage shed behind the village hall – Following an enquiry from Cllr Wyper, the Clerk agreed that the shed was in rather a state and a thorough tidy up and clean would take place shortly. Hall users and groups borrowing equipment would be reminded to leave things as they find them in future.
- (iii) Parking survey update – Cllr Parker reported that the anticipated feasibility report had not been forthcoming although TfB had indicated it would be finalised the following week. He hoped to have better news by the April meeting.

24. 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. (Minuted below as no confidential details are included.)

25. Buildings Working Party update: A final version of the lease had been promised by the end of the week.

26. New Community Centre: *To receive feedback from the presentations made by the final two architects* – These had taken place on Tuesday 4 March 2014. The Community Buildings Working Party would be meeting on the Clerk's return from leave for an in depth discussion with a view to making a recommendation to the 9 April meeting of the Parish Council.

27. Date of Next Meeting: Wednesday 9 April 2014 at 7.30 pm in the Village Hall, Cokes Lane, Little Chalfont.

Signed.....

Date.....