

Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 9 July 2014 at 7.30pm
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; Cllr J Walford, OBE and Cllr J Wyper.

In attendance: Mrs J Mason (Clerk).

1. **Apologies for absence:** None.
2. **Resolution that standing orders be suspended to allow any members of the public to speak (10 mins):** Not applicable as no members of the public were present.
3. **Approval of the minutes of the meeting held on 11 June 2014:** These were approved as a correct record and were duly signed as such by the Chairman.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of Items for Any Other Business –** The following items were approved:
 - i. Parking survey update;
 - ii. Parking meter installation by BCC;
 - iii. Dr Challoner’s High School;
 - iv. Overgrown hedges.
6. **Chairman’s Report:** This had been previously circulated. Cllr Drew also reported that the Vice - Chairman would be presenting the Marion Orpen prize at Little Chalfont E-ACT Primary Academy. However, Little Chalfont Primary School had decided not to award the prize in future as they would prefer to award two prizes; one to a boy and one to a girl. The Clerk will advise the family of Marion Orpen.
7. **Clerk’s Report:** This had been previously circulated.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
 - i. *Village Hall Management Committee* – The committee had met on 7 July and had received an update on progress with the community centre project in addition to reports on finances, bookings and maintenance;
 - ii. *War Memorials Working Party* – The working party had met that morning and Cllr Drew circulated a photograph of the type of memorial favoured which it was hoped could be installed by November, on the Triangle flower bed in the village centre. It was very likely that donations would be forthcoming, in particular from the LCCA. The estimated cost was £2,000. In view of the short notice the Council agreed to underwrite this cost pending donations and to discuss the financing of the project further at the 10 September Council meeting. By that time the stone mason would have visited the site and finalised the estimate. It was recorded that any Parish Council contribution towards the purchase of a memorial would be expenditure under s137 of the Local Government Act 1972. In addition, the Parish Council supported the Working party’s proposal that a “*Lights Out*” ceremony should be held on the evening of Monday 4 August 2014 at the village green. This will be organised by the working party. The Clerk will ask Lamps and Tubes to programme the tree lights to glow white that evening and turn off at the appropriate time.
9. **Financial matters:** (i) *List of payments and cheques to be signed* – The schedule of payments, totalling £13,944.04 had been previously circulated. Following a discussion it was approved and signed by the Chairman; (ii) *Income and Expenditure Report* – This had been previously circulated. It was noted that the Actual Year to Date column for Street Lighting Maintenance

(106 4171) included charges from the previous year and an outstanding debtor accrual pending settlement by a third party's insurers. As a result the budget spent year to date was shown as 61.2%; (iii) *Balance sheet 30 June 2014* – This had been previously circulated and was discussed. It was noted that the changes to ear marked reserves agreed at the June meeting had still to be inputted; (iv) *VAT Return for quarter ending 31 May 2014* – The VAT return for the staggered quarter ending 31 May 2014 had been submitted to HMRC on 7 July and the amount of VAT reclaimed by the Council was £4822.01; (v) *TSB current account* – A new bank mandate was signed to enable Cllrs Walford and Wyper to become authorised signatories, subject to ID checks by the bank.

- 10. External Audit Report:** (i) *Annual Return 2013/14* – It was noted that the return had been sent to the External Auditors on 20 June 2014.
- 11. Retendering of contracts – phasing:** The recommendation set out in the Clerk's report was approved in order to make the work load associated with retendering more manageable. Therefore, the street lighting contract will be retendered in the autumn for a 1 April 2015 start date. The two grounds contractors will be asked to consider rolling forward the current contracts for one more year. These two contracts would then be retendered in autumn 2015 to award a contract of at least three years with effect from 1 April 2016. The Clerk will report back on her progress with these discussions in September.
- 12. Fly tipping on land behind Sandycroft Road - Update from Clerk and to consider further action** – The Clerk reported that she had spoken to residents, the Paradigm housing officer and the County Council's enforcement officer. The latter had kindly visited the site, taken photographs and erected "No Fly Tipping" notices. All parties were keen to meet and discuss how the issue might be resolved. It was agreed that Cllr Patel would take part in future meetings and discussions.
- 13. Devolution of Duties from BCC - To discuss further:** The issue of whether the Council would have to join a "cluster" of other Councils in order to provide this service had still not received an unequivocal answer. It was agreed that the Chairman would seek clarification from the BCC Localities Manager and if necessary arrange a meeting. In the meantime, the Clerk will verify the maps and discuss with contractors. Further discussions will take place at the 10 September Council meeting.
- 14. MVAS Approval** – It was noted that following delays Buckinghamshire County Council had now confirmed in a letter dated 18 June 2014 that the sites proposed for MVAS installation have been approved. Furthermore, it was agreed that the Clerk should advise BCC that the project will be progressed in September. She was also asked to create a budget in the current year for £3,700 as agreed at the 8 January 2014 meeting of the Parish Council (£400 for the site assessment was paid in 2013/14).
- 15. Play Area Safety Inspection Report undertaken by RoSPA 26 May 2014:** It was noted that the report has been received and the Clerk will progress the remedial action required.
- 16. Community Rights:** Cllr Parker outlined the procedure for nominating a property for listing as a community asset by Chiltern District Council. If the property fits the criteria and is listed, should the owner of the asset decide to sell it during a five year period, a moratorium period is triggered during which the asset cannot be sold. This is to allow the community organisation time to raise the required capital to be in a position to bid for the property when it comes on to the open market at the end of the moratorium period. However, it does not guarantee that their bid will be accepted or require the owner of the asset to sell to the community group. Following a discussion it was agreed that the Clerk could, in due course, write to Chiltern District Council nominating the site adjacent to Chenies Parade as a community asset in view of its previous use for parking.
- 17. Community Centre Project:** Update following (i) *meetings with CDC representatives on 30 June* – Cllr Drew reported fully on this meeting. In the light of CDC representatives' apparent shift in standpoint, he emphasised the need to prove that there are very special

circumstances why the site should be developed. In due course and subject to further discussion, it may be necessary to employ a planning consultant. In the meantime, it was agreed that the Chairman should have a further discussion with the leader of CDC. (ii) *Community Buildings Working Party meeting with JBKS Architects on 1 July 2014* – The architects had been fully briefed about discussions at the 30 June meeting. They were still working towards a target date of autumn for the public consultation and February/March for submitting a planning application.

18. Reports and Notifications:

- i. Invitation to attend the Thames Valley Police and Crime Panel Conference on 4 July 2014 (circulated to Councillors 17 June 2014);
- ii. Discharge of sewage into the River Chess - e-mail dated 18 June 2014 from the River Chess Association confirming that Thames Water have stopped discharging sewage into the Chess;
- iii. Chiltern and South Bucks Strategic Partnership – e-mail dated 19 June 2014 from Aisha Bi inviting nominations for a Town/Parish representative on the steering group. *It was agreed that Cllr Patel should be nominated for this role;*
- iv. Amersham Neighbourhoods Team Newsletter July 2014 (circulated 25 June 2014);
- v. Drainage jetting in Cokes Lane and Nightingales Lane week commencing 30 June 2014 – 26 June e-mail from Transport for Buckinghamshire. *On an associated matter, Cllr Drew undertook to chase up County Councillor Shaw regarding the promised gully clearance under the railway bridge on the A404;*
- vi. BCC e-mail dated 1 July 2014 about on-going roadworks at Handy Cross, A404, High Wycombe;
- vii. Chiltern and South Bucks Strategic Partnership Annual Report;
- viii. LCCL – Invitation to attend the annual meeting on Thursday 17 July 2014 at 7.30pm in the library;
- ix. Temporary closure of Burtons Lane 26 October 2014 because of the Ricky Road Run;
- x. BALC 8 July e-mail about the nationwide “Lights Out” initiative on the evening of 4 August 2014 to mark the centenary of Britain’s declaration of war on Germany in 2014 (see also item 8 (ii) above).

19. Any Other Business:

- i. *Parking survey update* – Cllr Parker reported that he had very recently received the County Council’s contractor’s response to this Parish Council’s comments on the Parking Review Report. It was very disappointing to note that in all cases where the Parish Council had suggested additional 11am – 12 noon parking restrictions within half a mile of the station, the contractor had said the evidence did not justify such a measure. There were also anomalies between proposals for Burtons Lane in the report and proposals indicated in the Donkey Field development documentation. It was agreed therefore that Cllr Parker would draft a response which would be circulated to other Councillors for comment prior to sending the final version to the County Council.
- ii. *Parking meter installation by BCC* – The Chairman agreed to contact Cllr Tett, Leader, Buckinghamshire County Council, to let him know that the Parish Council strongly opposes the proposals that were emerging to install pay and display parking meters in locations throughout the District such as Chenies Parade.
- iii. *Dr Challoner’s High School* – The Council was delighted to hear that Dr Challoner’s High school and been awarded “exceptional school” status by the Best Practice Network. A letter of congratulation will be sent to Mr Cooksey, Headteacher;
- iv. *Overgrown hedges* – It was agreed that Councillors would be given a standard letter to put through the doors of any premises where vegetation was obstructing or

obscuring the footpath or road. The Clerk will draft the letter and issue copies to Councillors who will then keep a record of letters delivered.

- 20.** 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. (*Item 21 is minuted below as no confidential information is included. However, item 22 is minuted in confidential minute 22 as there is reference to personal and salary information.*)
- 21. Nature Park Lease - Update following meeting with LCCT representatives on 23 June 2014:** Cllr Wyper summarised discussion that had taken place over recent months between Parish Council representatives and members of the Little Chalfont Charitable Trust. The objective had been to prepare draft heads of terms and a draft lease for the Nature Park lease in advance of instructing solicitors. Documentation had been circulated just before the meeting and a schedule of capital works was distributed at the meeting. Councillors had a number of queries and concerns about various matters including items for capital work, rent, indexation, terminology and liabilities. It was agreed therefore that each Councillor would send their comments to the Clerk within a fortnight. These would be consolidated for further comment with a view to reaching agreement in principle within the Council. Any such agreement would be discussed further at the September meeting.
- 22. Staffing issues:** (i) *Update on progress with vacancy for Assistant Clerk and, if appropriate, to approve a recommendation to appoint following interviews held on 2 July 2014;* (ii) *Temporary support in office over the summer – to note and approve measures put in place by the Clerk – Minuted in confidential minute 22 of this 9 July 2014 meeting of Little Chalfont Parish Council.*
- 23. Date of Next Meeting:** Wednesday 10 September 2014 at 7.30pm in the Village Hall.

Signed.....

Date.....