

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 10 December 2014 at 7.30pm**  
**In the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew (Chairman); Cllr J Hinkly; Cllr V Patel; Cllr D Rafferty; Cllr G Roberts; Cllr J Walford and Cllr J Wyper.

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

1. **Apologies for absence:** Cllr M Parker.
2. **Resolution that standing orders be suspended allowing members of the public to speak:**  
Not applicable.
3. **Minutes of the meeting held on 12 November 2014:** These had been previously circulated and were approved as a correct record and signed as such by the Chairman.
4. **Declarations of Interest:** (i) It was noted that on the advice of the Monitoring Officer, Councillors with property in the Parish should have declared a DPI in relation to discussions under item 10, Budget and Precept. All Councillors with the exception of Councillor Roberts had indeed declared this interest in 2013 and had received individual dispensations applying until 2015. (ii) Cllr Roberts now applied to the Clerk for a dispensation which was granted. Therefore all members of the Council are now eligible to speak and vote on items relating to the budget and precept for the remainder of the Council term.
5. **Approval by Chairman of items for any other business -** The following items were approved:
  - i. *Chiltern District Council Notice of Review of Polling Districts;*
  - ii. *Electoral Register;*
  - iii. *LAF grant for improvements to the village centre – possibility of supplementary additional funds via LCCA;*
  - iv. *Youth club.*
6. **Chairman's Report:** This had been previously circulated and was noted.
7. **Clerk's Report:** This updated the Council on a variety of projects and work around Little Chalfont. The list of meeting dates was also handed out and this will be updated to the end of 2015 as soon as Chiltern District Council publish their planning committee dates from May 2015 onwards.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
  - i. *LCCA – Cllr Parker reported that new flag poles were to be purchased for the village centre. The funding referred to in item 5 iii above had also been discussed;*
  - ii. *Westwood Park Working Party – Cllr Hinkly reported on the 8 December meeting. The priority was the development of a strategy to promote and develop the park's facilities and to increase usage. Westwood Park Football Club hope to be able to install their storage shed quite soon but may have to delay until the weather improves. Repairs to the playground under the Wicksteed guarantee had been completed and the Titan swing would soon be back in action. The running line will be reinstated and markers installed. Trim trail equipment stations around the park had also been discussed and Cllr Hinkly would be seeking Council approval under item 10 below for this to be purchased in the next financial year.*
9. **Financial matters:** (i) *List of payments and cheques to be signed –* Two schedules had been circulated. The first listed the November direct debits and cheques to be signed at the meeting, totalling £10,002.62. The second schedule was of cheques signed since the 12 November meeting and these totalled £12,015.13. The schedules were approved by the

Council and were signed by the Chairman; (ii) *Income and Expenditure Report* – circulated but discussion covered under item 10 below.

- 10. Budget Preparation 2015/16 and Precept** - *To report on the budget meeting held on 9 December 2014 and to discuss the budget proposals and precept for 2015/16* – Cllr Drew confirmed that he, together with Cllrs Parker and Hinkly, had met with the Clerk to discuss and as appropriate amend her draft budget proposals for 2015/16 and the outturn for the current year. The Clerk, under cover of her detailed 9 December e-mail, had subsequently circulated the revised budget papers, which assumed a nominal precept increase of 2%. These items were discussed together with proposals for one off projects contained in the Clerk's report. The creation of the following account codes under cost centre 201 were agreed: 4215 Parking Formal Consultation; 4216 Trim Trail Equipment and 4217 War Memorial. It was also noted and agreed that a new computer would be purchased in the current year to replace the Assistant Clerk's which is over six years old. It was further noted that on the basis of the papers currently being discussed reserves at the year end 2014/15 would stand at £427,451 (plus £35,000 transfers in reserves) and at the end of 2015/16 reserves would be £406,768 (plus £35,000 transfers in reserves). Cllr Drew advised that the District Council will not agree the Council Tax grant element of the money requested as precept until February, although it would seem from papers going to the Cabinet on 16 December that they hope to award a grant similar to last year. Secondly, the Department for Communities and Local Government may make a ruling later in the month on the capping of Parish precepts and that decision could similarly have a bearing on the budget. It was agreed unanimously to defer further discussion until the 14 January 2015 meeting.
- 11. Community Buildings Working party:** Cllr Drew reported that the last in a series of consultation events had taken place on 6 December and the working party had met on 15 December to discuss the analysis of feedback received. As a result the architect's brief would be amended to take account of the key comments as follows:
- i. Meeting rooms could be on the ground floor and the Parish office could then go upstairs;
  - ii. The building should be moved back and all parking to the front;
  - iii. Storage and toilet requirements should be re-examined;
  - iv. The main room could be made a bit smaller to accommodate these requirements.
- Comments received from two district councillors were also noted and would be the subject of further discussion with both.
- 12. Nature Park - Project update:** The Clerk's report had set out a detailed status report on various elements of the project. The action group members are making excellent progress and Cllr Roberts had attended her first meeting 3 December. The Council's solicitor had provided her initial comments on the lease. Discussion would continue and the Clerk had sought advice from DCK Beavers about wording in the lease referring to VAT. The lease wording proposed needs clarification regarding the opening date and items that had previously been described as phase 1 and phase 2. The latter were now classed as "discretionary" and included at least one item that had previously been in phase 1.
- 13. Parish Meeting 2015 - To agree a date and consider themes and speakers:** The date was provisionally set for Wednesday 22 April 2015 starting at 7.30 pm for 8. The architect will be invited to talk about the community centre project and the Nature Park is also a possibility for inclusion on the agenda. To be discussed further in January.
- 14. Reporting damage to road side furniture:** The contact details and reporting advice from Buckinghamshire County Council's Green Claims Recovery section were distributed. The aim is to increase the number of successful insurance claims against people whose vehicles cause damage to road side furniture such as signs and bollards.
- 15. Devolution of Duties from Transport for Buckinghamshire -Update on 4 December briefing for towns and parishes:** Cllr Drew had attended and had been advised that there was now no

necessity to join a “cluster”. The County Council would be sending further details and a draft agreement for consideration before Christmas.

**16. Reports and Notifications:**

- i. Transport for Buckinghamshire Winter Briefing: Laura–Jo Stocks 14 December e-mail refers:
- ii. Amersham Neighbourhood Policing December update.

**17. Any Other Business:**

- i. *Chiltern District Council Notice of Review of Polling Districts* – The arrangements were noted. One likely outcome is the establishment of a polling station at the library to avoid overcrowding in the village hall on polling day. The Clerk will advise the officer managing the review that the Parish Council would have no objection.
- ii. *Electoral Register* – Request forms and copies of the briefing note sent from CDC on 9 December were distributed.
- iii. *LAF grant for improvements to the village centre – possibility of supplementary additional funds via LCCA*: It was noted that the Chairman of the LCCA had kindly applied for additional funding via CDC’s capital fund for revitalisation groups.
- iv. *Youth club*: The Council agreed that it would be happy to hold the Youth Club’s funds until such time as the club was re-established. It may be possible to store one of the pool tables in the village hall shed, depending on space. The Chairman will liaise with the club treasurer on these matters.

**18. 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 detail is included.)

**19. Establishment Committee -To receive an update following the meeting on 2 December 2014:**  
It was agreed that the vacancy for a Parish Clerk would be advertised in the first part of January. It was further agreed that the Clerk would continue to be paid for an additional two hours per week until 31 March.

**20. Date of Next Meeting:** Wednesday 14 January 2015 at 7.30pm in the Village Hall, Cokes Lane, Little Chalfont.

Signed.....

Date.....