

**Minute of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 10 September 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 and Cllr J Walford, OBE.

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

**Members of the public:** Mrs W Tanska and Mrs M Harding.

1. **Apologies for absence:** These were received from Cllr J Wyper.
2. **Suspension of standing orders:** A resolution was agreed that standing orders be suspended to allow members of the public to speak. Mrs Tanska and Mrs Harding spoke about the state of the footpath behind their homes in Sandycroft Road. A representative from Buckinghamshire County Council had advised that the Parish Council were now responsible for cutting this path and they hoped work could be undertaken as a matter of urgency to improve matters. The Chairman thanked Mrs Tanska and Mrs Harding for their contributions and reinstated standing orders.
3. **To receive and approve the minutes of the meeting held on 9 July 2014:** These were approved as a correct record and were 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. Planning application CH/2014/1424/FA, Little Chalfont Surgery, single storey side and rear extension (carried forward from Planning Committee meeting 9 September 2014);
  - ii. Footpath behind Sandycroft Road;
  - iii. Parking;
  - iv. Rotting landscaping post in playground, Westwood Park;
  - v. Draft Delivery Plan document (DDPD).
6. **Chairman's Report:** This had been circulated in advance of the meeting and was noted.
7. **Clerk's Report:** This had been circulated in advance of the meeting and was noted.
8. **To receive reports, as appropriate, from members of outside bodies and Parish Council working parties:** (i) *Little Chalfont Community Library* - Cllr Hinkly reported that the committee were progressing with plans to build a £30,000 extension. They were also hoping to obtain a 25 year extension to the library lease. A new photocopier, linked to the computer terminals, had recently been installed. A fund raising quiz evening will be held in the Village Hall on 4 October; (ii) *Little Chalfont Community Association:* Cllr Parker gave an update on revitalisation group matters and areas of concern relating to various Transport for Buckinghamshire issues. Of particular interest was research being undertaken into land ownership in the village centre. In conclusion it was noted that Kate Lewis, Communications Specialist, GE Healthcare, had now moved to another post within the company.
9. **Devolution of services from Buckinghamshire County Council:**
  - (i) **To receive an update on discussions about Transport for Buckinghamshire devolution of services** – The Clerk reported that there had been a plethora of correspondence and a number of meetings with County Council staff in recent weeks in an attempt to clarify and correct the specification of work that would transfer to the Parish Council. Progress had been made on these matters, in particular, the Parish Council's concerns about responsibility for hedge cutting, Rights of Way clearance and the verges in Burtons Lane (the majority of which were omitted from

the schedule but are in fact in 30mph speed limit area). It was still not clear whether the Parish Council would be allowed to manage the devolved work through an appointed contractor or whether it would have to join a “cluster” with other towns or parishes. The Council’s preference was for the former.

- (ii) **To consider and agree the next steps** – When comparing the monetary offer made by Transport for Buckinghamshire to estimates received from contractors, it was clear to the Parish Council that it would have to contribute additional funds over and above the offer price if it took over the work. The Parish Warden budget would go some way towards covering these costs. It was clear that if the work was not undertaken by the Parish Council, the service from the County Council would continue to decline because of its continued need to cut costs to help reduce the national deficit. Therefore, Cllr Drew proposed a resolution that, subject to satisfactory negotiations, the Parish Council would advise TfB that it would take over the devolved duties on its own without joining a cluster. This resolution was seconded by Cllr Parker and agreed unanimously. The Clerk will therefore advise TfB accordingly.

- 10. Financial matters:** (i) *List of payments and cheques to be signed* – Two schedules had been circulated. The first showed payments made since the last meeting and totalled £31,249.91. The second detailed direct debits from the June bank statement and totalled £1,344.51. Both schedules were approved and signed by the Chairman; (ii) *Income and Expenditure Report* – This had been previously circulated and was discussed in some detail. The Clerk requested and was authorised to carry out a virement between 1050 105 (Grants Received) and 1076 105 (Precept) to reflect the council tax support grant element of monies received from Chiltern District Council with the precept; (iii) *Annual Return 2013/14* – It was noted that the external auditors (Mazars) have signed Section 3 (external auditor certificate) stating that the annual return is in accordance with proper practices and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met. The Clerk will now prepare and display as necessary a “Notice of conclusion of the audit and the right to Inspect the Annual Return”.

**11. Parking issues:**

- i. *Parking Survey - Update on discussion with Transport for Buckinghamshire and arrangements for the informal consultation* – It was noted that Cllrs Drew, Parker and the Clerk would be attending a meeting on 17 September with representatives from Buckinghamshire County Council to discuss arrangements for the informal consultation and to finalise the associated documentation. The latter will be delivered to premises in Little Chalfont with the Parish Council newsletter.
- ii. *One hour free Parking at Snells Wood Car Park – To discuss the forthcoming review of these arrangements* – In advance of discussions in November/December with Chiltern District Council about whether or not the Parish Council would continue to fund this scheme after the first eighteen months, the following actions were agreed:
  - a. The Clerk will ask CDC for financial and usage data since the start of the scheme (reference will also be made in passing to penalty notices issued at the start of the scheme);
  - b. She will ask the Chenies Parade Management Company for their feedback;
  - c. Cllr Parker will liaise with Mr P Burgess of Little Chalfont Community Association with a view to canvassing traders for their views.

- 12. Parish Newsletter - October:** *To discuss the timing and content of the next newsletter* – During the discussion that followed the Chairman took the opportunity to thank Cllr Walford for taking over the editorship of the newsletter and for her excellent start. There had been scheduling problems with the previous printer and it was agreed to try Maygray for the October newsletter. The cost will be £565 for a six page A4 newsletter. It was agreed that

the final version would have to be with the LCCA volunteer coordinating delivery by Thursday morning 9 October at the very latest. The Clerk will liaise with the printer to ensure he can meet this deadline.

**13. Community Buildings Working Party:**

- (i) *To receive an update on progress with the Community Centre Project* - Cllr Drew updated councillors on discussions at the 3 September meeting. He further reported that Mr B Sharp, a local resident, had joined the working party and would be preparing the business case;
- (ii) *To discuss and as appropriate confirm the next steps including the timing of the public consultation and submission of a planning application* – The Council approved the proposal that the public consultation presentation/ exhibition should take place in the Village Hall during the afternoon and evening of Friday 31 October and on Saturday morning 1 November. Jeremy Bell, from architects JBKS, will be attending to answer questions together with members of the working party. The Council confirmed its support of the intention to submit a planning application in February/March 2015.

**14. Nature Park Lease Legal Advice:** *To discuss and then, as appropriate, authorise the Clerk to appoint a solicitor to act on the Council's behalf* – Following a discussion the Clerk was authorised to obtain a further quotation and appoint a solicitor for this work subject to the cost being in the region of the initial quotation. The possibility of saving some costs by sharing searches was mooted.

**15. To consider a petition from members of the public requesting more benches in Little Chalfont:** The Clerk reported that local resident, Ms P Monzani, had submitted a petition supported by members of the public, requesting more benches in Little Chalfont. It was agreed that the Clerk should thank Ms Monzani on behalf of the Council. It was further agreed that a prioritised list should be determined for future reference should bench funds become available. In addition, an article would be included in the forthcoming Parish Council newsletter about the petition, advising people that if they wish to make a donation for or towards a bench, they should contact the Clerk.

**16. War Memorial:** *Update* – Cllr Drew reported that an order was about to be placed with the stone mason. The wording on the slate plaque had still to be agreed and Councillors were asked to forward suggestions to Cllr Drew. In addition, the LCCA had agreed to make a financial contribution and help progress the fundraising. At a forthcoming meeting of the working party the arrangements for Remembrance Sunday would be discussed in preparation for the service on 9 November.

**17. Reports and Notifications:**

- i. Transport for Buckinghamshire Capital Maintenance Programme – Cllr Tett's 1 August letter and attachment (circulated 4 August );
- ii. Chiltern Society August newsletter (circulated 6 August);
- iii. Neighbourhood Policing August Newsletter (circulated 8 August);
- iv. Post Office letter dated 11 August 2014 regarding the refurbishment of the PO in Chenies Parade (circulated 12 August);
- v. Buckinghamshire Fire & Rescue Service: 2015-20 Public Safety Plan Consultation (Circulated 3 September 2014);
- vi. BCC Legal Department Made Order, effective from 20 October 2014, re various road closures in Chiltern District to enable repairs, (includes Cokes Lane). Circulated 2 September ;
- vii. Various NALC Legal Topic Notes circulated by BMKALC in August {LTN 66 – Nuisance (Public and Statutory); LTN 1 (Council powers to discharge their functions) and LTN 5 (Parish and Community Council meetings)}.

**18. Any Other Business:**

- i. *Planning application CH/2014/1424/FA, Little Chalfont Surgery, single storey side and rear extension (carried forward from Planning Committee meeting 9 September 2014)* – At a meeting of the Planning Committee the previous evening, it had been agreed to defer making a decision until this evening’s Parish Council meeting. This had allowed a site visit to take place earlier in the day, so that the impact of the proposals could be clarified and an accurate assessment made of the degree of overlooking into neighbouring properties. Following a discussion, it was agreed to make a recommendation of “no objection, the Parish Council supports the application”. {See also Planning Committee minutes 9 September 2014.};
- ii. *Footpath behind Sandycroft Road* – The Chairman reported that the contract with Buckinghamshire County Council for certain Rights of Way to be cut by the Parish Council had not been finalised (BCC had still to sign the contract). However, it was agreed that the Clerk would nonetheless ask the contractors to cut back growth on the path. Cllr Patel, together with the Clerk, would in due course be meeting with the landowners and other interested parties to discuss the state of the land in question;
- iii. *Rotting landscaping post in playground, Westwood Park* – Many of the landscaping posts, which are under guarantee, have rotted after only three years. Wicksteed, the playground contractors, would prefer to replace the posts with grass mounds or fencing. The Clerk was of the view that a mound round the Titan swing would be acceptable as would curved metal fencing adjacent to the exercise equipment. However, for aesthetic reasons, suitably treated posts should be replaced round the Missen Mast. The Council agreed and the Clerk will progress matters accordingly with Wicksteed.
- iv. *Draft Delivery Plan document (DDPD)* – Cllr Parker reported that the draft had now been submitted to the planning inspectorate. CDC’s Temporary Planning Policy Manager will be advised that the tracked changes version of the document submitted was not the up to date version and so the sections dealing with the Nature Park and Westwood Park were inaccurate in places.

**19. Date of Next Meeting:** Wednesday 8 October 2014 at 7.30pm in the Village Hall.

Signed.....

Date.....