

**Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 11 February 2015 at 8.35pm
Village Hall, Cokes Lane, Little Chalfont**

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

In attendance: Mrs J Mason (Clerk).

Members of the public: Mrs G Dear

1. **Apologies for absence:** These were received from Cllr J Walford, OBE.
2. **To accept a resolution that standing orders are suspended to allow any members of the public to speak (10 mins):** Not applicable.
3. **Approval of the minutes of the meeting held on 14 January 2015:** These were approved as a correct record and were signed as such by the Chairman.
4. **To receive declarations of Interest:** None.
5. **Approval by Chairman of items for any other business -** The following items were agreed:
 - a) Speed Watch campaign;
 - b) Supporting Parishes in Neighbourhood Planning seminar;
 - c) Request for help from Little Chalfont (Afternoon) WI;
 - d) CDC physical activity project.
6. **Chairman's Report:** The report had been circulated earlier. The Chairman expanded on the discussions that had taken place at a brief BCC Parish Liaison meeting held on 2 February 2015. The main item covered was the County Council's budget. It was also commented on that Aylesbury Vale District Council were seeking permission to become a unitary authority.
7. **Clerk's Report:** This had been previously circulated. The first section of the report dealt with actions from the last meeting and Cllr Parker was disappointed by the lack of response from BCC to requests by the Clerk for an update on the informal parking consultation. He similarly noted that the LCCA had recently written to CDC about parking in Chenies Parade and had supported the possible use of parking ticket machines. The planning appeal results for the land between Chenies Parade and the VW garage are also awaited following the planning inspector's recent visit. It was further noted that the Clerk was still awaiting information from BCC about suitable bollards for the LAF project. The requested utility company statistics were also awaited. Other items to note were that more rotten posts had been noted at Westwood Park play area (this time in the perimeter fence); a meeting had been held that week with the Parish Council's insurance brokers (Came and Co) and the MVAS should be arriving within the next few weeks. In conclusion it was noted that year end accounts consultancy had been booked with the Council's software providers and would take place on 18 May 2015.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
 - (i) *Library* - The new carpets funded by Affinity Water for the children's area have now been installed. New volunteers are being sought and it is hoped that work will start on the extension by the end of March. The Chairman of the committee had asked that the custom practice that allows the Library one free fundraising event in the village hall per year should be confirmed in writing before the Clerk left. The Clerk will write on behalf of the Parish Council confirming this intention. The quiz night in 10 October will constitute 2015's free event;
 - (ii) *LCCA* – The committee had met on 22 January although Cllr Parker had been unable to attend. He was pleased to report that someone

had volunteered to take over the running of Village Day which is scheduled for Saturday 7 June 2015.

(iii) Village Hall Management Committee 19 January 2015 – Cllr Hinkly reported that although this had been quite a short meeting the new floor coverings required in some areas of the hall had been selected and members had also received an update on the new community centre project;

(iv) Community Buildings Working Party – The last meeting had been held on 20 January 2015 at which the architect had presented the revised plans following the public consultation results. The Council agreed that these plans should be submitted to CDC for discussion at a pre-planning meeting. The architect will make the necessary arrangements.

- 9. (i) Remembrance Day parades** – It was agreed that a meeting of the War Memorials and Remembrance Parades Working Party should be called for a date in May and at that meeting it should be decided which of the various organisations should take the lead for the 2015 Remembrance Day event. Plans would also be set in train for the day itself;
- (ii) World War I commemoration events:** It was agreed that the First World War Centenary poppy seeds donated by a local war widow would be sown around the perimeter of the pond at Finch Lane. The Clerk will advise the donor.
- 10. Financial matters:** (i) *List of payments and cheques to be signed* – A schedule of payments totalling £14,592.35 had been circulated. Following a discussion this was approved and signed by the Chairman; (ii) *Income and Expenditure Report* – It was confirmed that the income from grants received was lower than expected because BCC had still to be invoiced for LAF funding; (iii) *Bank accounts* – The actions set out in the paper circulated by the Clerk prior to the meeting were agreed. To summarise, in the current year the Scottish Widows and HSBC account balances will each be increased to £100,000. The Clerk will endeavour to open two new accounts effective from April 2015. The first will be a business account with the Nationwide (£100,000 to be invested). A further £50,000 will be invested with a second establishment (to be approved by the group with delegated authority for investments). If a suitable second account is unavailable, a second one year bond will be opened with Santander with an opening balance of £50,000. In addition, the Clerk will make arrangements to increase the number of signatories to the Council's various accounts as necessary to ensure operational continuity after the May elections.
- 11. LAF Projects 2015/16** - *To receive, consider and as appropriate agree suggestions for possible projects (please refer to the Clerk's 16 January e-mail for LAF guidance):* It was agreed not to submit a bid in view of the significant contribution that the Council hoped to receive towards the transportation application already submitted. The outcome of this bid should be known after the LAF meeting scheduled for 18 February 2015.
- 12. Devolution of duties from Buckinghamshire County Council:** The Council agreed unanimously that subject to suitable contract terms being drawn up with Buckinghamshire County Council, the Parish Council will appoint Spruced Up Ltd to undertake the devolved duties for the financial year 2015/16. This contract will then be retendered with all other grounds maintenance contracts towards the end of 2015 with new contracts being in place for 1 April 2016.
- 13. Parish Council Newsletter April 2015** - *To discuss and agree format, content and timing:* Councillors concurred that Cllr Walford had done an excellent job editing the October newsletter and hope she will continue in this role. The target date for getting printed copies to the LCCA distributor is 10 April 2015.
- 14. Reports and Notifications:**
- (i)** Invitation via BALC to attend East West Rail talk at Bucks Business Breakfast on 23 January (circulated 16 January 2015);
 - (ii)** Amersham Neighbourhood Team January Newsletter (circulated 16 January 2015);
 - (iii)** Received via BALC LTN 8 –elections (circulated 2 February 2015);
 - (iv)** News from TFB – January (circulated 2 January 2015);

(v) Connecting communities on Streetlife (details circulated 4 February 2015). *To discuss*. It was agreed that councillors would look at this website prior to the next meeting.

15. Any other business:

- a) *Speed Watch campaign*- Cllr Roberts reported that she would get in touch with the police about volunteer training. It was noted that Cllr Walford would probably wish to be trained and the Clerk will pass on the name of a Cokes Lane resident who has indicated he would wish to be involved.
- b) *Supporting Parishes in Neighbourhood Planning seminar* – Cllr Parker will be attending this event, organised by BMKALC, on 12 March at Adams Park, High Wycombe.
- c) *Request for help from Little Chalfont (Afternoon) WI* - In response to a request made via the Clerk, Cllr Roberts very kindly volunteered to help the group put out their tables before each monthly meeting.
- d) *CDC physical activity project* – The Clerk reported that she had recently been approached by a colleague based at CDC who is initiating a project to increase physical activity amongst targeted groups of residents. She had given him some contacts and other local information. In due course the village hall and facilities at Westwood Park may be utilised.

16. A resolution was agreed unanimously 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.

17. Street Lighting Maintenance Contract- following the recent tendering process to appoint a contractor for the period 1 April 2015 - 31 March 2018: Three tenders had been invited from Sparkx, Forde and McHugh and SSE (Contracting). SSE had declined to submit a quotation. The paper comparing the quotations from the remaining two companies was discussed in detail. It was agreed, on the basis of price and previous service excellence, that the contract would be offered to Forde and McHugh. The Clerk would advise both as necessary.

18. Date of Next Meeting: Wednesday 11 March 2015 at 7.30 pm in the Village Hall, Cokes Lane, Little Chalfont.

Signed.....

Date.....