

**Minutes of a Little Chalfont Parish Council meeting  
Held in the Village Hall, Cokes Lane, Little Chalfont  
Wednesday 9 November 2016 at 7.30pm**

**Present:** Cllr M Davis; Cllr B Drew; Cllr I Griffiths; Cllr M Parker; Cllr V Patel; Cllr D Rafferty; Cllr G Roberts (Chairman); Cllr J Walford.

**Members of the public:** None

**In attendance:** Mrs N Meldrum (Parish Clerk).

1. **Apologies for absence:** Cllr C Ingham
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins):** Not applicable.
3. **To receive and approve the minutes of the meeting held on 12 October 2016:** The minutes were agreed and signed by the Chairman as a correct record of the meeting.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of items for any other business:** (i) Telephone boxes.
6. **Chairman's Report:** Cllr Roberts reviewed the items in her report including her attendance at the Transport for Bucks Autumn / Winter conference, the Chairmanship training course and the Local Government Finance Settlement consultation.
7. **Clerk's Report:** Most of the issues raised in the report related to items on the agenda. It was agreed that a cheque to Southern Electrical Services could be paid once confirmation of the cancelled cheque had been received. It was also agreed that direct debits could be set up for two accounts for Southern Electric which had been affected by the change to the parish council's new payment structure. Cllr Roberts reported that it may be possible a grant be available from the revitalisation fund for the parish council notice board and associated work. Cllr Roberts is exploring this with Roger Funk.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
  - (i) Nature Park Management Group. Cllr Roberts reported that ROSPA had been contacted regarding the installation of the slide. It was noted that there had been damage to one of the picnic benches in the park and ways of rectifying the damage in a positive way were being examined. Sponsorship for new items in the park has been received. The parish council newsletter had also made a request for volunteers to join the Nature Park Management Group.
  - (ii) Community Buildings Working Party. Cllr Drew reported that a meeting with Chiltern District Council had been arranged for 21 November to discuss the ownership of the strip of land adjacent to the village hall.
  - (iii) Village Hall Working Group: Cllr Davis had agreed to be the new chairman of the group. Issues were discussed such as a new method for return of keys to the village hall after an event.
9. **Financial matters (i) List of payments and cheques to be signed:** There were no questions about the payments. Cllr Roberts signed the payment record. **(ii) Income and Expenditure report:** Cllr Parker asked about the income and expenditure for devolved services. It was noted that there had been a change of contractor since the budget had been finalised which meant that the expenditure was less than anticipated. **(iii) Reallocation of funds:** Some information on bank accounts had been received from fellow parish councils. The Clerk had

recently been advised that further information was available on the SLCC Forum. The Clerk would investigate and report back to Cllrs Walford, Davis and Parker.

- 10. Budget 2017-18:** It was noted that a meeting had taken place earlier in the day to discuss the first draft of the budget for 2017-18. Further work would be undertaken and another meeting would be scheduled for week commencing 5 December 2016.
- 11. Remembrance Sunday parade and ceremony:** The final arrangements for the service were confirmed. Cllr Roberts asked for volunteers to help transport chairs to the village green for the band. Cllrs Drew, Griffiths and Rafferty agreed to help. The order of service had been recently received. Cllr Roberts also asked for volunteers to undertake short readings in the service.
- 12. Local Plan:** It was reported that information about the next stage of the development of the Local Plan and forthcoming public meetings had been included in the parish council newsletter. It was reported that a campaign group was also being organised in the village to oppose the plans for development in Little Chalfont. Cllr Parker reported that the use of a planning advocate was being considered and a day's work had already been undertaken as a preparatory exercise. At a previous meeting a possible contribution from the parish council had been raised but further information on fees and possible total amounts would be explored. Currently, the fees were being covered by the planning fund of the LCCA.
- 13. Proposals for a unitary authority from Bucks County Council:** The recent presentation by Bucks County Council was discussed as were the issues raised by Chiltern District Council. Cllr Drew raised concerns about the short length of time for consultation before the final decision was made. Cllr Roberts asked if the parish council would like to express a view about the proposals. However, councillors held a number of different viewpoints. Cllr Roberts expressed concern that services would be devolved to parish councils without the appropriate funding in place. Cllr Griffiths felt that resources would be diverted to the areas of greatest need. Cllr Roberts also highlighted that an email had been received from Bucks County Council regarding a budget consultation. The unitary issue could be placed on the agenda for the parish council meeting.
- 14. Parking:** Cllr Parker reported that he hoped that the decision to proceed would be ratified by the Bucks County Council cabinet on 10 November.
- 15. Newsletter:** Cllr Roberts expressed her thanks to Cllr Walford for the production of the latest edition of the parish council newsletter. It was asked if any councillors were able to volunteer to deliver the newsletter they should contact Adrian Lockyer.
- 16. Westwood Park:** Cllr Griffiths reviewed the proposals for expenditure previously circulated. The signage to deter parking on the footway at the entrance to Westwood Park was approved. Cllr Parker commented that currently it was difficult to enforce these measures. This could be resolved with the introduction of a bylaw. The security proposals were examined in the light of the recent vandalism. The Assistant Clerk had difficulty in obtaining more than one quote for this project. It was confirmed she should pursue the quote from Sparkx. Excess litter had also become a problem at Westwood Park. The quote for a selection of four animal bins was agreed. These bins would be installed in the play area. The existing bins would be transferred to other points in the park. It was also highlighted that two logs on a set of equipment had deteriorated and needed to be replaced. It was noted that the costs were similar for replacing two logs and purchasing new logs for the whole of the set were comparable. Further quotes would be sought for the replacement of

the logs. The surfacing in certain areas of heavy wear in the playground had been previously highlighted. A quote had been included to give councillors an idea of the type of cost in undertaking this improvement. It was agreed that this could be included in the budget for the next financial year. Further quotes would be sought for the playground surfacing.

- 17. Event signage:** It was noted that the parish council had received a number of requests recently for permission to install signage for local events. In addition, a number of signs had been installed without requesting permission. Cllr Drew commented that the proliferation of signs was a distraction to motorists. It was agreed a paper would be drafted setting out the key places in the village where signs could be installed and which type of organisations were allowed to apply. It was agreed that local charities or schools would be permitted to advertise. A permit system would be produced. If permission was not sought within the guidelines, it was agreed that the sign would need to be removed. Cllr Parker asked if the parish council should charge for permits. It was agreed that this was not necessary at this stage. It was asked if contact had been made with the Craft Beer shop about the sign on the verge outside the shop. It was confirmed that no response had been received. However, there was a plan to improve the area which could resolve the issue.
- 18. Insurance of Westwood Park storage shed:** It was confirmed the football club had requested assistance obtaining insurance for the storage shed only, not the contents. Further information had been sought and provided by the football club and the details were currently with the parish council's insurance company.
- 19. Parish council meeting and planning committee schedule until May 2017:** The list of dates had been previously circulated. It was noted that several of the dates for the planning committee coincided with regular bookings in the village hall so three meetings would be held in the Library.
- 20. Finch Lane:** Cllr Patel and Steph Buller from the LCCA had been in touch about this plan. An assessment would take place to see if it was feasible to clear out the pond and acquire costs for ongoing maintenance. Local residents would be contacted to see if they were in favour of the improvements proposed in Finch Lane. It was possible that funding for this piece of work could be appropriate for a grant from the Revitalisation Fund. Further investigation would take place. It was asked if there had been any progress with the proposals by St Aidan's church about a possible change to the entrance to the church to relieve the car parking situation. It was confirmed that Bucks County Council had been contacted about the issue. It was agreed that Cllr Patel would follow this up with representatives of St Aiden's on his visit to Finch Lane.
- 21. Local Area Funding – Stony Lane:** It was confirmed that the clerk had written to Tim Butcher about the shortfall in funding for the LAF project on Stony Lane. Further information had been requested which had been provided.
- 22. Street lighting:** Cllr Roberts requested that councillors notify the parish clerk if any faulty street lights in the village are observed. It was reported a street lamp on Chalfont Avenue was faulty. It was also noted that a beacon on the zebra crossing on White Lion Road was not working properly.
- 23. Small Business Saturday:** It was reported that the original plan to organise the event had not come to fruition therefore no additional funding from the parish council was required. A low key event would be organised by the LCCA with material provided by Chiltern District Council.

24. **Reports and Notifications:** (i) My Bucks newsletter – November 2016. Noted.
25. **Any Other Business:** (i) Phone boxes. Cllr Roberts reported an email had been received about the purchase of redundant phone boxes. It was noted that there were three telephone boxes in the village sited in Bell Lane, Elizabeth Avenue and at the telephone exchange in the village centre. The email would be circulated to councillors.
26. **Date of Next Meeting:** Wednesday 14 December 2016 in the village hall at 8:15pm following a planning committee meeting which will commence at 7:30pm.