

Minutes of a Little Chalfont Parish Council meeting

Held in the Village Hall, Cokes Lane, Little Chalfont

Wednesday 10 February 2016 at 8.45pm

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

Members of the public: None.

In attendance: Mrs N Meldrum (Parish Clerk) and Miss S Matthews (Assistant Clerk).

1. **Apologies for absence:** None
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 13 January 2016:** The minutes were signed by the Chairman as a correct record of the meeting.
4. **Declarations of Interest:** With regard to item 11 on the Local Plan, Cllr Walford noted that she was one of the owners of the field behind Maplefield Lane.
5. **Approval by Chairman of items for any other business:** None.
6. **Chairman's Report:** Cllr Drew highlighted the key aspects of the Chairman's report. There were no further comments.
7. **Clerk's Report:** The issue of automatic enrolment for pensions was discussed. By June 2016, Little Chalfont Parish Council must have a workplace pension scheme in place for employees. The Clerk had met with Cansdales for some initial advice on next steps and a quote for the work potentially required. Cllr Parker asked if Cansdales received commission on pension policies, Cllr Walford confirmed this was not the case. The issue will be discussed at the next parish council meeting.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
 - (i) Village hall working group. Most of the issues discussed are covered on the agenda. It was noted that a new chain was being installed at the entrance of the village hall car park. A quote is being obtained to move the posts further into the car park to make it safer for cars entering and departing the car park to remove and replace the chain.
 - (ii) LCCA. Issues raised were the Clean for the Queen initiative and the Beel Close underpass issue. As previously reported, it is not expected that the parish council will be successful in securing LAF funding and other options will need to be explored.
9. **(i) List of payments and cheques to be signed:** The list of payments had been previously circulated. Cllr Rafferty asked why there was a difference in the level of payment to Spruced Up in consecutive months. The Clerk explained that Spruced Up had undertaken a verge cut in the first month listed due to the continued warm weather in late 2015. **(ii) Income and Expenditure report:** The Clerk confirmed that the income for The Lodge was expected shortly. Cllr Griffiths asked about the professional fees for the community buildings project. It was explained that the project had not progressed as quickly as had been hoped. Cllr Parker asked about the estimated figure at the end of the financial year. At present, there was a large differential, mostly due to one off projects on which spending had been lower than budgeted. The Clerk agreed to provide a year end projection for review at the next

council meeting. (iii) **LCPC investment paper.** Following the discussion on the Financial Services Compensation Scheme at a recent parish council meeting, Cllr Walford had produced a paper concerning the existing bank accounts held by the parish council and proposing new options of investment. It was agreed that a working group would be set up to carry this work forward. Cllr Davis and Cllr Parker agreed to take part in this project. Cllr Drew expressed his thanks to Cllr Walford for the work she had undertaken on this issue so far.

- 10. Budget and precept 2016/17:** It was confirmed Chiltern District Council had been notified that the precept request from the parish council for 2016-17 was £215,000 including the grant of £1,944. A few small amendments had been made to two budget lines as further information became available and councillors had been consulted about these amendments previously.
- 11. Local Plan and public meetings:** It was reported that three public meetings were planned to inform local residents about the developments in the Local Plan and how residents could participate in the consultation. Two meetings were planned for Thursday 11 February and one meeting would take place on Wednesday 17 February. Cllr Drew reported that the co-ordination group was working extremely hard in analysing all of the consultation material and Cllr Ingham would outline the key issues and concerns in the meetings. There would also be substantial time for residents to ask questions. Members of the co-ordination group would take part on the panel. Cllr Tett would also speak and participate as a resident of Little Chalfont. It was highlighted how important it is for residents to respond to the consultation individually, in addition to the contribution which is being produced by the co-ordination group. The public meetings were being advertised throughout the village and depending on the attendance at the initial two meetings, flyers would be distributed to residents. It was asked if a fighting fund was being set up. There may be residents who attend the public meetings who would like to get involved and be able to set up an Action Group which would be able to deal with such matters. Cllr Drew also reported that he and Cllr Parker had met with a planning consultant earlier that day with a view to gaining additional advice and a critique of work undertaken so far.
- 12. Tree work in Little Chalfont:** The Clerk reported that a tree survey of trees on council land had taken place and quotes were being received from three companies to undertake the work required. The details of two quotes received already were detailed in the Clerk's Report and one further meeting was due to take place in the next few days. It was proposed that a rolling programme was undertaken to deal with the trees in priority order. This was agreed. Questions were asked about trees for example in Chenies Parade and those adjacent to the station and it was confirmed that these trees were the responsibility of Bucks County Council.
- 13. Proposed hire costs for village hall and Westwood Park in 2016-17:** A paper had previously been circulated regarding the proposed changes to the pricing structure and the suggested price increases at both 2% and 3%. A comparison sheet of prices in other local halls had also been circulated. The proposals had been discussed at the recent village hall working party who were in agreement with the proposed changes. It was proposed to introduce an additional tier which would cater for particularly individuals who were running businesses which offered health benefits to the community, for example tai chi and yoga classes. It was reported that generally the existing commercial rate was too high for this type of customer.

This tier would be set between the commercial and non-commercial rate and would be operated by the discretion of the clerks. The implementation of the additional tier was agreed. Cllr Drew proposed that there should be a price increase of 3% on the hall prices. Cllr Parker seconded this proposal. The prices would be rounded down to create consistency in the pricing structure.

- 14. Parking Survey:** Cllr Parker confirmed that the work on the yellow lines in Burtons Lane had been completed. With regard to the wider parking plans, implementation is still proposed by the end of the year. An informal consultation will take place regarding the parking outside the shops on Elizabeth Avenue. Cllr Patel agreed to help with the delivery of the consultation documents for this area. It was confirmed that this would not have an impact on the timing of the completion of the parking project. It was reported that several residents had contacted the parish office regarding parking on St Nicholas Close, by commuters and users of Dr Challoner's School. Replies had been sent outlining the current situation and suggesting residents contact the school about the parking issue. Yellow lines are proposed for the top of the St Nicholas Close, but not further in the road. It was reported in the initial consultation only three responses were received, with one person highlighting a problem. It was suggested that the configuration of driveways in St Nicholas Close was contributing to the problem. Cllr Parker reported that he had been contacted by the LCCA and shop owners about parking tickets which were being distributed in an area off Chenies Parade where people had previously parked freely. Cllr Parker will be responding. It was also suggested that the existing yellow lines could be repainted when the new yellow lines are implemented.
- 15. Grants and Donations:** A request had been received from the Buckinghamshire Learning Trust to help fund the annual Chilterns primary school concert, In Concert – Chilterns 2016. The request was for £30 for the Little Chalfont Primary School. A request for funding had also been made for Chenies School. It was agreed to fund the contribution for Little Chalfont Primary School and to inform the organisers that Chenies School was not in the same parish.
- 16. Clean for the Queen:** Cllr Roberts confirmed that the arrangements for the initiative were underway. A number of groups including schools, uniformed groups, the WI and local football club had agreed to take part in the event. Bags and litter pickers were being obtained from Chiltern District Council. In Little Chalfont, the event is taking place on Friday 4th and Saturday 5th March with a photograph of participants and litter being planned for 4pm on Saturday 5th. A request had been made for an after event for participants, however the village hall is currently booked at that time. A meeting was planned for 29th February to agree the final areas which would be tackled and by whom.
- 17. Reports and Notifications:** None.
- 18. Any Other Business:** None
- 19. To consider a resolution 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.**
- 20. Date of Next Meeting:** Wednesday 9 March 2016 in the village hall at approximately 8.15pm. This meeting will follow a planning meeting which will commence at 7.30pm.