

**Minutes of a Little Chalfont Parish Council meeting**

**Held in the Village Hall, Cokes Lane, Little Chalfont**

**Wednesday 12<sup>th</sup> July 2017 at 8.15pm**

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

**Members of the public:** None.

**In attendance:** Mrs N Meldrum (Parish 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 Parish Council meeting held on 14 June 2017:** 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) 37 Church Grove.
6. **Chairman's Report:** The Chairman's report had been previously circulated. There were no further comments.
7. **Clerk's Report:** There were no questions about the content of the report.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) Nature Park management group: A contractor had been found to resolve the problems with the slide installation and it was hoped that the slide would be open to the public soon. (ii) Community Buildings working party. Cllr Drew reported that architects had produced a revised design in order to deal with the issue raised by Chiltern District Council concerning the roof. It was noted that the design had also been forwarded to Bob Young without prior consultation with the parish council. It was still hoped that a planning application could be submitted in the next two – three months. The LCCA newsletter would be delivered soon and will encourage residents to complete the online survey regarding the plans for the village hall. (iii) Co-ordination Group. The first phase of the agreement with LUC had been completed with the recent receipt of the Phase 1 letter. The contents of the letter were being considered and had also been forwarded to the planning advocate for his review.
9. **Financial matters:** (i) **List of payments and cheques to be signed:** The list of payments had been previously circulated. Cllr Rafferty asked about the differences in the invoices for street lighting. The Clerk explained the invoices dealt with different locations in the village. (ii) **Income and expenditure report:** Cllr Parker asked about the budget supporting the projects at Westwood Park. The Clerk explained this was covered by the Westwood Park amenities reserve and would ensure that the lines were updated correctly. (iii) **Balance sheet 30 June 2017:** Cllr Parker asked if the heading could be changed to reflect the in year date. (iv) **VAT return for the quarter ending 31 May 2017:** It was noted that this had been completed and sent to HMRC. (v) **Arrangements for the signing of cheques in August:** As there is no parish council meeting in August it was agreed that an agenda for extraordinary meetings on 1 August and 22 August would be drawn up to coincide with the planning meetings. The list of payments would be

circulated by email in advance and approved as appropriate at the extraordinary meetings to enable payments to be issued.

- 10. External Audit Report:** It was confirmed that the annual return was sent to the external auditors in line with the requested deadline.
- 11. Review of internal audit process:** As agreed that the last parish council meeting, Cllr Parker had produced a review of the internal audit process. This had been previously circulated to councillors and was approved at the meeting.
- 12. Renewal of utility contracts at the village hall and at the pavilion:** The Clerk confirmed that the electricity contract relating to the pump at Westwood Park and the electricity and gas contract at the village hall had been renewed. A search for quotes had been conducted by LSI and the contracts had remained with SSE as the best value provider in all three cases.
- 13. Taxi concessionary scheme launch:** Cllr Roberts reported that two taxi companies in the village were keen to participate in the scheme. The parish council were still awaiting a response from the post office regarding their role in the financial aspect of the scheme. The Clerk reported that following a meeting with the community links officers, it had been suggested that a launch event take place in the village hall with other organisations such as the fire service regarding smoke alarm checks and Voices and Choices. Cllr Drew suggested contacting Chiltern District Council as they had been involved in a similar event in the past. Cllr Parker asked how the financial aspects of the scheme would work.
- 14. Review of subscriptions to local organisations:** Information about the organisations to which the parish council could subscribe to had been previously circulated. Each proposition was discussed. It was agreed to renew the Community Action Bucks membership. The CPRE subscription would be taken up and the Open Spaces membership would be reviewed as necessary in the future. The Clerk will action the membership subscriptions.
- 15. Nature Park: Structure, responsibilities and communications paper:** This paper had been previously circulated. Cllr Parker had several drafting comments which will be passed onto Roger Funk. The parish council were content with the detail of the report.
- 16. Recycling centre review:** A proposal had been received from Chiltern District Council regarding the removal of the recycling centre in Snells Wood car park. The rationale was that the roadside collections had improved and now take all items of recycling therefore there was no longer a requirement for the recycling centre. Initial feedback from the council had stated that a survey was required to find out who was using the centre and to investigate the recycling arrangements for the residents of the flats opposite at Nightingales Corner. The benefits of additional car parking spaces if the removal took place had also been noted. There was a full discussion about the issues. Cllrs Parker and Drew suggested that the recycling centres should be rehoused in a different location. Cllr Drew also raised concerns about flytipping in the car park and surrounding area if the centre was removed. It was also questioned how the decision was made for some recycling centres to be removed and some to stay as roadside collections had improved in all areas in the district. It was re-iterated that a survey should be completed to find out about the users of the centre and their reasons for doing so. Councillors had strong, differing opinions on this issue. A vote took place, with four councillors voting for recycle centre to remain, three voting for its removal and one for the centre to be relocated. There was one abstention. The outcome was a vote for the recycling centres to remain in their location. A response would be sent to Chiltern District Council based on the above discussion.

- 17. LAF funding:** The Clerk reported the proposals which were being submitted to the Local Area Forum for 2017-18 and the transportation bids for 2018-19. A second MVAS had previously been agreed, as had a proposal to plant an avenue of cherry trees in Amersham Road. Cllr Drew suggested looking at the historical information when new trees were planted in Beechwood Avenue to check on who held responsibility for the trees. Cllr Roberts also reported that letters would be sent to all local residents in the vicinity to ensure people are generally content with the proposal. Cllr Parker asked how the information had been costed. The Clerk reported the outcome of her findings from discussions with contractors and garden suppliers. With regard to transportation bids for 2018-19, Cllr Drew had previously suggested bus shelters for the bus stops in the village. The stops on White Lion Road and outside the Sugar Loaf were suggested. Additional bollards on the new footway on Stony Lane would be applied for due to the increased damage to the corner of the road. In addition, a possible red crossing at the entrance to the Nature Park would be applied for. The Clerk would write to Dr Challoners High School regarding this issue. It was agreed that the priorities were the bollards and the crossing, followed by the bus shelters.
- 18. Reports and notifications:** (i) (i) Amersham neighbourhood team – policing newsletter (circulated 15 June 2017); (ii) Information from CDC on meetings covering funding available from HS2 (circulated 21 June 2017); (iii) Information from BCC on Freight survey (circulated 21 June 2017); (iv) BCC dedicated contact form for parish councils and details of programmed work (circulated 22 June 2017); (v) Notes and presentations from the Parish Liaison meeting held on 14 June 2017 (circulated 26 June 2017) (vi) BALC training courses (circulated 26 June 2017); (vii) Information from CDC regarding the South Central Ambulance contract (circulated 27 June 2017) (viii) BCC Chalfonts local newsletter (circulated 29 June 2017); (ix) My Bucks – July 2017 (circulated 3 July 2017); (x) Community Impact Bucks monthly news bulletin July 2017 (circulated 6 July 2017) All of these reports were noted.
- 19. Any other business:** (i) 37 Church Grove. Cllr Ingham reported that the building supplies had been removed from the verge, however they had been replaced by a lorry and trailer. Cllr Ingham asked for information regarding parking on verges and any associated enforcement policies.
- 20. Date of Next Meeting:** Wednesday 13 September 2017 in the village hall at 8.15pm, following the planning meeting which commences at 7.30pm.

Signed..... Date.....