

## Minutes of a Little Chalfont Parish Council meeting

Held in the Village Hall, Cokes Lane, Little Chalfont

Wednesday 13 June 2018 at 7.30pm

**Present:** Cllr D Alexander; Cllr M Crowe; Cllr B Drew; Cllr I Griffiths (Chairman); Cllr C Ingham; Cllr M Parker; Cllr V Patel; Cllr J Walford.

**Members of the public:** None.

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

1. **Apologies for absence:** Cllr D Rafferty. District Councillor Cllr C Jackson and County Councillor Cllr M Tett also apologised.
2. **To receive and approve the minutes of the Parish Council meeting held on 9 May 2018:** The minutes had been previously circulated and were approved. In the confidential minutes, Cllr Parker suggested an additional line should be included to confirm the final decision regarding the grounds maintenance contract in the Nature Park. This was agreed. The Chairman signed the minutes as a correct record of the meeting.
3. **Declarations of Interest:** None.
4. **Approval by Chairman of items for any other business:** (i) Marion Orpen prize; (ii) LCCA newsletter; (iii) Chenies Mews; (iv) Twitter.
5. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes):** Not applicable.
6. **Chairman's Report:** The report had been previously circulated.
7. **Clerk's Report:** The report had been previously circulated. It was noted that several members of the taxi concessionary scheme had still queried the fact the Rectory Meadow surgery in Amersham was not included on the list of applicable venues. A number of Little Chalfont residents were patients at this surgery and some years ago it had been necessary to transfer to that surgery. Following some research into distances of local surgeries it was agreed that travel was permitted to doctors surgeries within the Amersham and Chesham Clinical Commissioning Group up to and including three miles from Little Chalfont village hall. Given the distance, it was agreed the Rectory Meadows surgery could be included within the scheme. The taxi concessionary scheme documentation would be updated as would the leaflet when the next reprint was ordered. **Action: Natasha Meldrum.**
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) Westwood Park. Cllr Griffiths reported the tennis machines would shortly be available for use. It was also noted that following the article in the newsletter, there had been no offers of sponsorship for new benches in the park. It was suggested that corporate sponsorship could be investigated. Cllr Crowe also knew a resident who was potentially interested and will contact her. **Action: Natasha Meldrum and Mike Crowe.** (ii) Community Centre. Cllr Drew reported that the planning application had been submitted earlier that day. Cllr Walford suggested that this could be included in the imminent contribution for Your Amersham. **Action: Natasha Meldrum.** (iii) Street associations. Cllr Alexander reported it had been agreed to focus on the established Neighbourhood Watch areas in the first instance and aim to grow the scheme from that base. Publicity had been arranged for advertisement and distribution at the forthcoming Village Day. (iv) Nature Park. It was reported that the wildwood den had been completed and was open to the public. There had been some damage to the grass areas in the park during the delivery and construction of the logs. Volunteers had worked to try and rectify this. Cllr Walford reported that there was still antisocial behaviour in the park and

the PCSOs had been informed and were continuing to patrol the area. (v) Village hall. Cllr Alexander reported the annual meeting of the working party had taken place earlier that day.

9. **Report on accounts 2017-18.** The report had been previously circulated. There were no comments on the report.
10. **Internal audit report 2017-18:** (i) The report by the internal auditor Ernest Newhouse had previously been circulated to councillors. It was noted there a few small recommendations which would be taken on board. The Clerk would draft a response to Mr Newhouse on behalf of the Chairman outlining the actions which would be taken. **Action: Natasha Meldrum.** (ii) It was reported that an internal review of internal control is required. Cllr Parker kindly volunteered to undertake this. **Action: Michael Parker.**
11. **External audit report 2017-18: (i) Annual Return 2017-18.** The papers regarding the annual return had been previously circulated to councillors. There were no comments on the papers. The annual governance statement (part 1) was agreed and signed by the Chairman and the Clerk. **(ii) Annual Return (part 2).** As described above, the figures had been previously circulated to councillors. There were no comments. Part 2 of the annual return was agreed and was signed by the Chairman and the Clerk. **(iii) Notice of the appointment of the date of the exercise of public rights.** The announcement would take place on Monday 18 June and the accounts could be viewed from 19 June to 30 July 2018. These dates were noted.
12. **Financial matters: (i)** List of payments and cheques to be signed. Cllr Parker asked about the superannuation figures for the month. The Clerk explained that all direct debits would be included once the system had moved over to the current financial year. (ii) Schedule of 137 payments. This paper had been previously circulated to councillors. The contents were noted. (ii) **Reserves.** A paper on the reserves of the parish council had been previously circulated. This was noted.
13. **Grants:** The donation of £100 to the Little Chalfont Community Association for their help in the delivery of the parish council newsletter was approved. It was noted this was a section 137 payment.
14. **Review of parish meeting 16 May 2018:** Cllr Griffiths reported that the meeting had been perceived as successful with good feedback received. There had been a good attendance at the meeting. Thank you letters had been sent to both speakers. Cllr Alexander commented on the quality of questions raised at the event. It was noted that there had subsequently been problems with Affinity Water in the village and at the planning committee it had been agreed that a letter would be sent. Cllr Crowe suggested that the council should have an overview of the street works act to enable the council to react more quickly to certain situations. It was noted that Bucks County Council circulate a weekly report of planned roadworks but was not always able to report on emergency work.
15. **Village Day:** Councillors made arrangements for setting up the stand and manning it throughout the day, The Clerk will circulate the timetable to all. **Action: Natasha Meldrum.**
16. **Update on fire safety visit.** The report from the fire safety officer had previously been circulated. The recommendations were agreed. It was also agreed that a full fire risk assessment should be instructed for Westwood Park pavilion. The Clerk was currently receiving quotes from compliant risk assessors. In addition, the Clerk was also seeking suitable training courses for the parish office staff and also training for hall users. **Action: Natasha Meldrum.** Cllr Griffiths also reported that he and the Clerk were updating the fire safety policy. **Action: Ian Griffiths, Natasha Meldrum.** It was proposed the village hall working party would have responsibility for this document on a day to day basis. This was agreed.
17. **GDPR:** Two privacy notices and a consent form had previously been circulated to councillors. One privacy notice was applicable to residents and it was agreed that this could be placed on the parish council website. The second privacy notice was applicable to councillors and staff of the parish council. Both notices were based on advice issued from NALC. The consent form would be attached

to the hall booking pack for all future hall bookings. The form would also be sent to members of the taxi concessionary scheme. The Clerk would seek guidance on other issues from Chiltern District Council. Cllr Parker had drafted some small changes to the notices and consent form. These suggestions will be incorporated. **Action: Natasha Meldrum.**

- 18. Parking:** Cllr Parker reported that documentation was being drafted for the parking consultation and that he was liaising with Bucks County Council on the issue. Cllr Parker also noted that he had attended a meeting with some residents of Halifax House. However, there was no consensus about how to solve the parking issues in the area. Cllr Parker will report back to Transport for Bucks on this issue. **Action: Michael Parker.** Cllr Drew asked if it was too late to include another area within the consultation. The area to the east of the shops on Elizabeth Avenue has become more dangerous and visibility is poor. It was suggested that double yellow lines in the area would help drivers and improve safety. Cllr Parker will raise this issue. **Action: Michael Parker.**
- 19. Dog bins:** It was noted that a report from a resident had been received about an accumulation of dog waste bags in Long Walk. It was noted that there were also problems on the village green and on Stony Lane. There were three dog bins at Westwood Park and it was not perceived to be a problem in that area. The Clerk was awaiting further information from Chiltern District Council. The details would be brought back to the next parish council meeting. **Action: Natasha Meldrum.**
- 20. Update on Local Plan:** Cllr Ingham reported that an invitation had been sent to the district councillors of Little Chalfont to visit the site of PO6. It had been agreed to meet on 19 June. An acknowledgement had been received regarding the letter sent detailing the problems with PO6 and the methodology but no further response as yet.
- 21. Local Area Forum funding:** It was noted that the deadline for LAF transportation funding for 2019-20 was 31 August. It was discussed if any additional parking issues could be incorporated under the LAF. The parking difficulties in Applefields could be included. The Clerk reported that there had been be requested for bollards in several areas of the village: Cavendish Close and Kiln Avenue. Resurfacing of Westwood Park car park could also be a possibility.
- 22. Silent Soldier.** Details of the purchase of a Silent Soldier silhouette had been circulated. It was also discussed if an event to mark the centenary of the end of World War II should be held, following the Lights out commemoration four years ago. Discussions would need to take place with the uniformed services, churches, schools and community associations. Cllr Alexander agreed to look into the feasibility of an event. **Action: David Alexander.**
- 23. Reports and Notifications.** All reports listed were noted. Cllr Griffiths noted the rural bus service survey and asked all councillors to look at the information and if possible reply. The Clerk highlighted the Transport for Bucks conference. Cllr Drew confirmed he could attend if there were no new volunteers.
- 24. Any Other Business** (i) Marion Orpen award. Cllr Drew explained the background to the award and the participation of the local primary schools. The Clerk will write to both primary schools and fully explain the rationale behind the award. Little Chalfont Primary School had not taken part in the award for a number of years so it was hoped the new Headmaster may reconsider. Action: Natasha Meldrum. (ii) LCCA newsletter. Cllr Parker reported that the deadline for copy was 30 June. (iii) Chenies Mews: Cllr Parker reported that there was still some outstanding work required by utility companies. Some issues about the quality of work undertaken to date had been highlighted to Bucks County Council. (iv) Twitter. Cllr Drew had raised the issue of using Twitter to keep the community informed about local news and events. Cllr Griffiths asked councillors to look at other councils websites to see how the system worked.
- 25. Date of Next Meeting:** Wednesday 11 July 2018 in the village hall at 7.30pm.
- 26.**

27. Signed..... Date.....