

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

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

**Wednesday 14 February 2018 at 8.15pm**

**Present:** Cllr B Drew; Cllr I Griffiths; Cllr C Ingham, Cllr M Parker; Cllr D Rafferty; Cllr J Walford OBE.

**Members of the public:** Mr David Alexander, Mr Mike Crowe.

**In attendance:** Mrs N Meldrum (Parish Clerk) Sallie Matthews (Assistant Parish Clerk)

- 1. To elect a Chairman following the resignation of Cllr Gill Roberts:** Cllr Drew proposed Cllr Griffiths to become Chairman of Little Chalfont Parish Council. This was seconded by Cllr Parker. Cllr Griffiths agreed to undertake the role of Chairman and extended his thanks on behalf of the parish council to Gill Roberts for all of her hard work during her time as a councillor and also as Chairman. Cllr Griffiths noted that there was now a vacancy for vice –chairman of the parish council. It was explained that, as with the position of chairman, the role would continue until the annual parish council meeting in May and the role would also include membership of the Establishment Committee. Cllr Walford proposed Cllr Rafferty as Vice-Chairman. This was seconded by Cllr Drew. Cllr Rafferty accepted the role of Vice-Chairman.
- 2. Apologies for absence:** Cllr V Patel; Cllr C Jackson.
- 3. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes):** Not applicable.
- 4. To receive and approve the minutes of the Parish Council meetings held on 13 December 2017 and 10 January 2018:** The minutes had been previously circulated and were approved. The Chairman signed both sets of minutes as a correct record of the meetings.
- 5. To vote on the co-option of a member of the public to fill a vacancy for a councillor and act on information (awaited) from Chiltern District Council following the announcement of the second vacancy:** Cllr Griffiths reported that the advertisement process had taken place for both councillor vacancies and Chiltern District Council had confirmed that parish council were permitted to co-opt members of the public onto the council. Cllr Griffiths confirmed that the first stage of the co-option process had been completed with all councillors in agreement about the co-option of Mike Crowe to the ward of Little Chalfont North East and David Alexander to the ward of Little Chalfont North. Councillors then voted unanimously for Mike Crowe and David Alexander to be co-opted onto the council. Mr Crowe and Mr Alexander accepted and joined the table and signed the declarations and acceptance of office which was witnessed by the Clerk.
- 6. Declarations of Interest:** None.
- 7. Approval by Chairman of items for any other business:** (i) Kiln Avenue. It was also agreed that item 14 regarding the street lighting tender would be discussed as a confidential item.
- 8. Clerk's Report:** The report had been previously circulated. Most items were covered on the agenda. The issue of venues for the taxi concessionary scheme was discussed. It was agreed that the eye centre in Great Missenden could be added to the list as residents from Little Chalfont were referred there. **Action: Natasha Meldrum**
- 9. To receive reports, as appropriate, from members of outside bodies and working parties:**  
(i) Westwood Park. Cllr Griffiths reported a complaint had been received from a resident about parking in Chenies Avenue / Beechwood Avenue on a Saturday morning. It was agreed to share the information with Westwood Park Football Club so that reminders could be issued with their communications with members and away clubs. **Action: Sallie Matthews.** (ii) Village Hall Working

Group. Cllr Rafferty reported a meeting had taken place that morning. The proposal for the increase in fees for hall hire had been agreed. (iii)LCCA. Cllr Parker confirmed that Village Day would take place on 16 June. Plans for the event were in progress.

- 10. Financial matters: (i) List of payments and cheques to be signed.** The payment schedule was approved and signed. **(ii) Income and expenditure report.** As previously noted there was likely to be an underspend in the budget predicted this financial year. One of the key reasons for this was the delay in the community centre budget. It was agreed that the funding allocated to the community centre should be transferred to the Building Reserve. **Action: Natasha Meldrum. (iii) Balance sheet for period 1 October 2017 – 31 December 2017.** There were no comments on this. **(iv ) To consider the changes to the financial regulations following the change to the payments system for hall users.** This was approved. The Clerk will update the regulations. **Action: Natasha Meldrum**
- 11. To agree membership of working parties following the resignation of Cllr Gill Roberts.** Cllr Walford will check membership arrangements of the Nature Park Management Group. Cllr Drew proposed that Cllr Griffiths join the Community Building Working Party. It was also suggested that Gill Roberts remain on the Community Buildings working party representing the wider community. Both of these proposals were agreed by all councillors. Cllr Crowe and Cllr Alexander both volunteered to represent the parish council with the street association initiative. Cllr Crowe will also sit on the Village Hall working party.
- 12. Proposed community centre:** Cllr Griffiths confirmed that the decision had been taken by email correspondence that the planning application for the community centre should be withdrawn. This decision was ratified by all councillors. A meeting with the architects was scheduled and further work would take place on the application.
- 13. To discuss LAF projects for 2018-19:** The recommendations for the Local Area Forum projects had been circulated previously. Cllr Parker reported that a meeting with Bucks County Council had been arranged for later in the week to discuss a parking review of several roads including Linfields and Chessfield Park. This includes a review of the area, communications to residents and various notices required. Cllr Parker will report back and confirm how the parking proposals may fit into the LAF requirements. Cllr Parker invited any other councillor who wished to attend the meeting to let him know.
- 14. Street lighting tender:** This was discussed as a confidential item.
- 15. Nature Park security proposal:** The Clerk had previously circulated a number of suggestions and proposed costs relating to improving the security in the Nature Park following the spate of vandalism in the summer and autumn of 2017. The proposals and costs were reviewed. It was agreed that installing a CCTV system at the entrance of the park was not cost effective and would not be as useful as it needed to be in identifying people who may have caused trouble in the park. Other methods would be investigated. Utilising mobile patrols may be a possibility to call out on an ad hoc basis over the summer months.
- 16. Proposed hire costs for village hall and Westwood Park in 2018-19:** A paper showing the options of potential hire cost increases for the village hall and Westwood Park had been previously circulated. It was reported that members of the village hall working party and the Westwood Park working party were content with the proposed increases. There was a discussion on the prices and the presentation of the costs. The increases for all costs were around 3%. This was agreed by all councillors.
- 17. Grant request.** A grant request had been received from the Nature Park trustees regarding the purchase of teaching benches in the Nature Park. The programme for the purchase of the woodland play den had been accelerated due to the problems with the slide installation. It made economic sense to purchase the teaching benches at the same time as the den due to the use of the same

supplier and the reduction of delivery costs. The trustees requested funding for the teaching benches. Councillors were supportive of the idea but were concerned about setting a precedent with this type of grant funding. The grant of £1000 was agreed however it was noted that this grant should not set a precedent. The Clerk will inform the trustees. **Action: Natasha Meldrum**

- 18. Westwood Park storage shed.** It was reported that a quote of £1125 plus VAT and disbursements had been received to draw up a legal agreement to set out the new arrangements with regard to the storage shed and the football club. Previously a limit of £500 had been agreed. It was suggested that Westwood Park Football Club should be asked if they would be able to contribute half of the costs of the legal fees. **Action: Natasha Meldrum**
- 19. Telephone and Broadband contract.** The Clerk reported that due to the problems with the hall Wifi setting up of the new contract had been delayed. However, revised prices had been sought and the quotations had actually decreased. Councillors confirmed the contract would be with Plusnet. The Clerk will set up the contract. **Action: Natasha Meldrum**
- 20. Village hall keys.** It was reported that a set of hall keys had been mislaid by a hall user. The procedure regarding missing keys was discussed and it was agreed that the terms and conditions of adhoc hall users would be updated. Further communication would take place with the user with regard to the loss of the key. **Action: Cllr Ian Griffiths, Sallie Matthews**
- 21. Allotments.** The Clerk reported that a letter had been drafted to Paradigm regarding the use of land at the rear of Sandycroft Road potentially as a site for allotments. Councillors agreed this letter should be sent. **Action: Natasha Meldrum**
- 22. Parish Newsletter:** It was agreed that the final PDF of the newsletter could be produced with delivery scheduled for the weekend of 28/29 April. Cllr Walford will produce a timetable working back from that date. Cllr Walford also asked for suggestions for topics to be included in the newsletter. It was noted an update on street associations would be useful. **Action: Cllr Janet Walford.**
- 23. Parish Meeting.** There was a discussion about possible speakers at the parish meeting to be held on 16 May. Suggestions included the Police and Crime Commissioner, the headteacher at Little Chalfont Primary School, Affinity Water, Bucks Youth Council, BT. It was agreed that the first two suggestions would be pursued in the first instance. **Action: Cllr David Alexander, Natasha Meldrum**
- 24. Reports and Notifications:** All documents were noted.
- 25. Any Other Business. (i) Kiln Avenue.** Further to a previous discussion, it was noted there were still parking issues in Kiln Avenue. A resident had suggested that trees could be planted in the road to try and avert the problem. Cllr Drew suggested the resident may be able to conduct a survey of other residents in the road to obtain a consensus on how to avert the problem. **Action: Natasha Meldrum**
- 26. Date of Next Meeting:** Wednesday 14 March 2018 in the village hall at 7.30pm.

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