

**Minutes of Little Chalfont Parish Council Fifteenth Annual Meeting
held on Wednesday 19th May 2021 at 7.30pm
in the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr M Crowe, Cllr C Ingham, Cllr V Patel, Cllr D Nussbaum, Cllr C Holmes, Cllr B Gallagher and Cllr N Henry-Ames.

Member of the Public via zoom link: Cllr D Silverstone, Cllr C Jones, Cllr E Culverhouse, Mrs F Copp.
Member of the Public present in the village hall: Mr B Drew, Cllr M Tett and Cllr J Baum.

In Attendance: Ms S Matthews (Assistant Clerk) and Ms S Chapman (Accounts Clerk)

Apologies for absence: Cllr J Walford

- 1. To elect a Chairman of the council for the council year 2021/22:** Cllr M Crowe was elected as Chairman. Proposed by Cllr C. Ingham, seconded by Cllr V. Patel. All councillors were in favour.
- 2. To elect a Vice-Chairman of the council for the council year 2021/22:** No nominations, position remains vacant.
- 3. To elect a Chairman of the planning committee for the council year 2021/22:** Cllr C. Ingham was elected Chairman of the planning committee. Proposed by Cllr M Crowe seconded by Cllr V Patel. All councillors in favour.
- 4. To appoint a Vice-Chairman of the planning committee for the year 2021/22:** No nominations, position remains vacant.
- 5. Declaration and delivery of acceptance of office:** All Councillors present signed a declaration and acceptance of office which was witnessed by the Clerk and signed by the Chairman, Cllr M Crowe. It was noted that Cllr Silverstone would sign his declaration prior to the next planning committee meeting.
- 6. To Propose and agree membership of committees:**
 - a. Establishment Committee:** It was proposed by Cllr Crowe that this committee is made up of the Chairman, Vice Chairman and Planning Chairman. All councillors agreed.
- 7. To agree membership of working parties:**
 - a. Westwood Park Working Party:** Cllr M Crowe and Cllr C Holmes
 - b. Community Buildings Working Party:** Cllr B Gallagher and Cllr D Silverstone
 - c. Village Hall Management Working Party:** Cllr D Nussbaum and Cllr N Henry-Ames
 - d. Nature Park Management Group:** Cllr J Walford and Cllr D Silverstone
 - e. Co-ordination Group (joint with LCCA):** Cllr C Ingham
 - f. Remembrance Day Working Party:** Cllr B Gallagher
- 8. To agree representation on outside bodies:**
 - a. GE Healthcare Liaison Group:** Cllr V Patel
 - b. Little Chalfont Community Library:** Cllr N Henry-Ames
 - c. Little Chalfont Community Association Liaison:** Cllr D Nussbaum and Cllr C Holmes
- 9. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins). Or due to restricted numbers written representation read out in the meeting. (3 mins maximum):** Not applicable.
- 10. To accept the previously signed minutes of the meeting held on 14 April 2021:** Circulated and signed.
- 11. Declarations of Interest:** None.
- 12. Approval by Chairman of items for Any Other Business:** (i) Laptops for Planning meeting (ii) Safeguarding Policy officer (iii) Speedwatch.
- 13. Clerk's report:** Circulated and noted.

- 14. To receive reports, as appropriate, from members of outside bodies and working parties:**
Cllr J. Walford's report has been circulated as she is unable to attend the meeting. No other reports.
- 15. Financial matters:**
- i. **Payment schedule:** Circulated and noted. It was noted that there is a £100 contribution to LCCA for the delivery of the Parish newsletter.
 - ii. **End of Year accounts update:** Internal auditor will be at the village hall on the 3rd June for the annual internal audit. An accounting documentation required for the councillors to approve for final sign off of the 2019/20 accounts to then be submitted to the external auditors PKLittlejohn and for public viewing if requested. The accounts clerk will produce, for the parish council meeting on 23rd June 2021.
- 16. Risk Assessment staff returning to work:** Circulated and approved.
- 17. Risk Assessment face to face parish meetings returning to the hall:** Circulated and approved.
- 18. Great British Spring Clean campaign 28th May – 13th June:** Due to the short notice given it was agreed that on this occasion the Parish Council would not participate.
- 19. Reports and Notifications:** Circulated and Noted.
- 20. Any Other Business:** (i) **Laptops for the Planning meeting:** Due to current government guidelines and enable to the planning meeting to go ahead, councillors were asked to bring in a device to enable streaming of plans of the planning applications.
(ii) **Safeguarding Policy officer:** Cllr N Henry-Ames agreed to the position.
(iii) **Speedwatch:** Cllr Crowe has stood down from Speedwatch and asked for any further volunteers to enable the programme to continue. It currently has vacant positions awaiting to be filled.
- 21. Date of Next Meeting.** 23 June 2021 at 7.30pm to be held at Little Chalfont Village Hall.
- 22. 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. (The items are confidential because they deal variously with contractual and legal matters.):** Members of the public on the zoom link and present in the hall left the meeting and the staff also left the meeting.