

**Minutes of a meeting of Little Chalfont Parish Council  
Held on Wednesday 11<sup>th</sup> October 2023 at 8pm  
in the Village Hall, Cokes Lane, Little Chalfont**

**Members present:** Cllr V Patel (Chairman), Cllr B Gallagher, Cllr C Holmes, Cllr V Davies, Cllr K Murali and Cllr N Henry-Ames.

**In attendance:** Ms S Matthews (Parish Clerk)

1. **Apologies for absence:** Cllr J Walford and Cllr D Nussbaum (Parish Council)
2. **To accept a resolution that standing orders be suspended** to allow any members of the public to speak (10 mins): Not required
3. **To receive and approve the minutes and confidential minutes of the Parish meeting held on the 13<sup>th</sup> September 2023:** These were received, approved and signed by the chairman as a correct record.
4. **Declarations of Interest:** None
5. **Approval by Chairman of Items for Any Other Business:** (i) Village Hall Parking, (ii) February 24 Parish meeting dates
6. **Chairman's Report:** This had been previously circulated to and received by councillors.
7. **Clerk's Report:** This had been previously circulated to and received by councillors.
8. **Reports, as appropriate, from members of outside bodies and working parties:** Nothing to report.
9. **Financial Matters:**
  - i) List of Payments 11<sup>th</sup> October 2023: circulated and approved.
  - ii) Conclusion of external audit: The clerk informed the council that the external audit had been completed and no issues had arisen.
10. **Remembrance Day:** Cllr Gallagher gave details and plans for the service and informed the committee that WI would be serving refreshments after and all donations would be going to charities.
11. **Any other business:** (i) Village Hall Parking: The clerk informed the council that there had been a number of vehicles parking in the car park who have not hire the hall. After a discussion it was decided that the clerk would obtain quotes and options from ATC to limit access only for staff, hall users and contractors. (ii) February Parish meeting date: The chairman stated that the date for the February 24 Parish meeting falls on the 14<sup>th</sup>. After a discussion it was decided to change the date to the 7<sup>th</sup> February, all councillors agreed.
12. 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.)
13. **Community Centre:** Cllr Gallagher gave the council an update
14. **Extension of Parish office:** to be discussed further (Cllr Murali left the meeting)
15. **Westwood Park Facilities:** to be discussed further
16. **Date of Next Meeting:** Wednesday 8<sup>th</sup> November 2023 at 7.45pm following planning meeting

**Signed**.....

**Date**.....

