

**Minutes of Little Chalfont Parish Council Seventeenth Annual Meeting
held on Wednesday 10th May 2023 at 7.30pm
in the Village Hall, Cokes Lane, Little Chalfont**

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

In Attendance: Ms S Matthews (Parish Clerk) and Mrs S Butcher (Assistant Parish Clerk)

Apologies for absence: Cllr D Nussbaum

- 1. To elect a Chairman of the council for the council year 2023/24:** Cllr V Patel was elected as Chairman. Proposed by Cllr B Gallagher, seconded by Cllr J Walford. All councillors were in favour.
- 2. To elect a Vice-Chairman of the council for the council year 2023/24:** Cllr B Gallagher was elected as Vice-Chairman. Proposed by Cllr M Crowe, seconded by Cllr V Patel. All councillors were in favour.
- 3. To elect a Chairman of the planning committee for the council year 2023/24:** Cllr C. Holmes was elected Chairman of the planning committee. Proposed by Cllr V Patel seconded by Cllr B Gallagher All councillors in favour.
- 4. To appoint a Vice-Chairman of the planning committee for the year 2023/24:** 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 and signed by the Clerk. It was noted that Cllr Nussbaum would sign his declaration at the next Parish meeting.
- 6. To Propose and agree membership of committees:**
 - a. Establishment Committee:** It was proposed by Cllr Patel 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 C Holmes
 - b. Community Buildings Working Party:** Cllr B Gallagher and Cllr J Walford
 - c. Village Hall Management Working Party:** Cllr N Henry-Ames
 - d. Nature Park Management Group:** remains vacant
 - e. Co-ordination Group (joint with LCCA):** Cllr C Holmes
 - f. Remembrance Day Working Party:** Cllr B GallagherCllr V Patel proposed all members of the working parties and Cllr B Gallagher seconded.
- 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 C HolmesCllr V Patel proposed all members of the working parties and outside bodies and Cllr B Gallagher seconded.
- 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 12th April 2023:** Circulated and signed.
- 11. Declarations of Interest:** None.
- 12. Approval by Chairman of items for Any Other Business:** (i) Westwood Park sport users (ii) Land East of Lodge Lane
- 13. Chairman's report:** Circulated and noted

- 14. Clerk's report:** Circulated and noted.
- 15. To receive reports, as appropriate, from members of outside bodies and working parties:**
Cllr Holmes circulated a report from LCCA.
- 16. Financial matters:**
- i. **Payment schedule:** Circulated and noted.
 - ii. **End of Year accounts update:** Internal auditor will be at the village hall on the 24th May for the annual internal audit. An accounting documentation required for the councillors to approve for final sign off the 2022/23 accounts to then be submitted to the external auditors PKF Littlejohn and for public viewing if requested. The clerks will produce, for the parish council meeting on 14th June 2023.
- 17. Standing Orders: circulated and adopted.**
- 18. Financial Procedures: circulated and adopted.**
- 19. Terms of Reference: circulated and adopted.**
- 20. Policies: circulated and adopted.**
- 21. Project Manager for Westwood Park:**
- 22. Parish Meeting:** Cllr Crowe informed the council that the Annual Parish meeting that took place on the 3rd May 2023. Cllr Walford stated that it was felt to be too short, and it was disappointing that there had been microphone issues.
- 23. Any Other Business: (i) Westwood Park Sport users:** Cllr Crowe stated that in the contract for sport teams of Westwood Park it must include that the user will have a first aider on site and a first kit. **(ii) Land East of Lodge Lane:** Cllr Holmes recommended objecting to this application. all councillors agreed. The clerk to submit an objection to planning at Buckinghamshire Council.
- 24.** 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.) Not applicable
- 25. Nature Park:** Discussed in confidential matters.
- 26. Date of Next Meeting:** Wednesday 14th June 2023 in the Village Hall at approximately 7.30pm.