

**Minutes of a Meeting of Little Chalfont Parish Council  
Held on Wednesday 10 June 2009 in the Village Hall  
Cokes Lane, Little Chalfont at 7.30pm**

**Present:** Cllr B Drew (Chairman); Cllr C Gibbs; Cllr L Hunt; Cllr C Ingham and Cllr A Tate.

**In Attendance:** Mrs J Mason (Clerk) and, from Item 10 onwards, Cllr M Tett (BCC).

1. **Apologies for absence:** These were received from Cllr M Dale; Cllr G Smith and Cllr F Wilkinson.
2. **Approval of the minutes of the meeting held on 13 May 2009:** These were approved subject to an amendment to minute 11(b). It was agreed that the second sentence of this minute be changed to read "Drainage on the lawn outside Chilcote House was being examined. 11 on-site monitoring wells were in place." This change was made by the Clerk and initialled by the Chairman who then signed the minutes as a correct record.
3. **Suspension of standing orders enabling members of the public to speak:** There were none present.
4. **To receive declarations of interest:** None.
5. **Approval of items for Any Other Business (item 16):** The following were agreed (i) to discuss procedure at meetings when District and County Councillors attend, (ii) additional village entry signs and (iii) visit to the CCTV control room.
6. **Clerk's Report:** The Clerk reported that most current issues were covered by items on the agenda. In addition to these, it was also noted that all portable electrical appliances had been tested, the sewage chamber at Westwood Park had been cleaned and the street lighting contract was running smoothly. A further meeting of the group looking at vandalism/anti-social behaviour and the possibility of opening a youth club was scheduled for 3 July at the Pavilion. Wilkins Kennedy had opened their new offices in Bell Lane Business Village on 9 June and the Clerk had met the Marketing Director, who had responsibility for the company's community budget. Finally, it was reported that the Evening WI had now planted up the Triangle with an impressive collection of plants in celebration of their 50<sup>th</sup> anniversary.
7. **Financial matters:**
  - (i) **Banking arrangements and cash management:** Deferred until July meeting
  - (ii) **List of cheques to be signed and cheques signed since last meeting:** This was circulated. The cheques totalled £17172.80 (net).
  - (iii) **Income and Expenditure Report:** This had been circulated before the meeting. There was a brief discussion and it was noted that the grounds maintenance invoice for May had not yet been received.
  - (iv) **Bank reconciliation:** The Chairman initialled the bank reconciliations and the bank statements.
  - (v) **Annual Return for the year ended 31 March 2009:** The Clerk reminded the Council that the figures had been discussed in detail at the 13 May meeting together with the explanation of variances.

The return was then circulated and approved by the Council. Section 1 (Statement of Accounts) and Section 2 (Annual Governance Statement) were signed by the Chairman and the Clerk.

(vi) **Balance Sheet:** The Chairman signed the balance sheet for the year end.

8. **To receive, as appropriate, reports from members of outside bodies:** (i) NAG – Cllr Drew understood that at a recent meeting anti-social behaviour had been discussed at length. Cllr Smith would be able to report on this at the 8 July Council meeting. (ii) Little Chalfont Community Association: The Chairman, Mike Mason, now had a full committee. Committee members had responsibility for specific issues including environment, transport, planning, events, PR and communications. Cllr Drew reported that he would attend committee meetings in a liaison role between the Association and the Council. He would not have voting rights. (iii) **Library Committee:** Councillor Tate suggested that it would be appropriate for the Council to have a representative on the Library Committee. There was general agreement to this proposal although it was agreed to defer a decision to a future meeting to allow the Clerk to liaise with Mr Brooks.
9. **Farmers' Market:** Cllr Drew reported on a meeting held on 2 June that he had attended with the Clerk, the Assistant Clerk and Diane Harker from the Thames Valley Farmers' Market Co-operative. The Cooperative had met earlier in the day (10 June) and approved the proposal that a six month trial start in September. It was anticipated therefore, subject to some of the detail being finalised, that the markets would be held on the second Saturday in the month.
10. **Chiltern Local Area Forum:** Cllr Drew reported that he and the Clerk had met on 2 June with Carole Burslem, BCC, Local Area Coordinator. Ms Burslem had promoted the benefits of the Area Forum and had explained that £18,000 would be available to member Parishes (£5,000 for youth projects, £5,000 for young children's projects and £8,000 for community projects). The first meeting of the Forum would be September at the earliest. Voting arrangements would be agreed at the first meeting. Notwithstanding Little Chalfont Parish Council's ambivalence to the establishment of the Forum, there had also been a useful discussion about other issues in particular the setting up of a youth club in the village. Ms Burslem had agreed to investigate nominees for the role of youth leader.
11. **Area 10 Speed Limit Review – Public Consultation Proposals April 2009:** These were discussed and in general, the proposals were supported by the Council with the following exceptions: Bell Lane should have a 40mph limit between Beechwood Avenue and Latimer Road and the suggested 30mph limit in Burtons Lane should be extended to Roughwood Lane. The Clerk would send a detailed response to BCC by 12 June 2009.
12. **Discussion on revised standing orders:** deferred until July meeting.
13. **New Item of Playground Equipment:** The purchase of a new item of equipment to occupy the vacant site had been agreed during budget discussions. However, the regulations regarding the size of the protective flooring had changed and additional work on the foundations was now required. Although the Assistant Clerk was trying to negotiate a reduction in price with prospective suppliers, the costs were now going to

be in the region of £6,500-£7,000. The Council approved this additional expenditure. It was also agreed that when the work was finished some of the children from both local primary schools should be invited to an official opening.

**14. Highways Issues:**

- (I) Response dated 26 May from Local Area Coordinator to Clerk's 15 May letter re flooding under railway bridge: The Council were very pleased to note that the problem had been fixed although Mr Schwier and his staff would keep the site under review.
- (II) Community Gang work: A schedule for the current years work had now been received together with an undertaking from the local area team that feedback on work done and work carried forward would be sent the week after each visit. The Clerk will circulate the schedule of dates to Councillors. It was noted that the next visit to Little Chalfont was w/c 29 June and to Little Chalfont South w/c 6 July.

**15. Reports and Notifications:**

- (i) Chiltern District Council Budget Book 2009/10 (available in Parish Office)
- (ii) The Playing Field – Buckinghamshire Playing Fields Association Newsletter (available in Parish Office)
- (iii) Charity Dinner at Sugar Loaf in Support of the Library (sent via e-mail 3 June 2009)
- (iv) 27 May 2009 – forwarded via BALC – notification of Farm Animal Welfare Council review 2009 consultation letter.
- (v) 27 May letter to Chairman from Jim Brooks – thank you letter for donation.
- (vi) 27 May 2009 – BCC Children and Young People's Service – flyer advertising Secondary Return to Teaching Course.
- (vii) 12 May 2009 letter from Ivinghoe Parish Council about monitoring excessive HGV traffic, with a view to using findings to influence the County Council's Strategy. It was agreed that this suggestion had some merit and the Clerk was asked to refer the matter to the Community Association to see if they could help with monitoring.
- (viii) War Memorials Trust Bulletin no. 40 (available in Parish Office).

- 16. Any Other Business:** (i) Attendance of District and County Councillors at Council meetings: Cllr. Ingham proposed that in future District and County Councillors who attended Parish Council or Planning Committee meetings should be offered seats at the table. It was useful to have a dialogue with them during meetings, but if they sat in the public seats this could cause confusion among members of the public, who were not allowed to speak unless standing orders were suspended. Councillors agreed with this suggestion in principle, provided that the Chairman saw to it that the distinction between the rights of members and of visiting councillors was preserved. It was agreed to consider at the next meeting whether to include an appropriate amendment in standing orders. In the meantime the Clerk will receive promised advice from BALC
- (ii) Additional village entry signs: during budget discussions it had been agreed to purchase two new village entry signs. Although there were mixed views on the necessity for such signs, it was agreed that the Clerk should speak to Ken Moloughney,

BCC Team Leader, Traffic Management South, about the feasibility of signs in Bell Lane and in Burtons Lane, (perhaps to the East of the crossroads). She would then report back to the Council. (iii) Visit to the CCTV control room: The Clerk had received an invitation, from Veronica Way, a member of the CCTV Lay Visitors Panel, for Councillors to visit the control centre in High Wycombe. It was agreed that an evening visit would be more convenient and the Clerk should proceed with the necessary arrangements.

17. Date of next meeting: Wednesday 8 July 2009. The meeting will follow on from the Planning Committee meeting, which will start at 7.30pm.

Signed.....

Date.....

JEM  
3 June 2009