

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 8 July 2009 in the Village Hall**  
**Cokes Lane, Little Chalfont at 8.10pm**

**Present:** Cllr M Dale; Cllr B Drew; Cllr L Hunt; Cllr C Ingham; Cllr G Smith and Cllr F Wilkinson (Chairman).

**In attendance:** Mrs J Mason (Clerk) and Mrs K Sterling (Assistant Clerk).

**Members of the public:** Ms H Williams, Buckinghamshire Examiner.

1. **Apologies for absence:** These were received from Cllr C Gibbs and Cllr A Tate.
2. **Minutes of the meeting held on 10 June 2009:** These were approved as a correct record and signed by the Chairman.
3. **Suspension of standing orders:** There were no members of the public wishing to speak.
4. **Declarations of interest:** None.
5. **Approval by the Chairman of items for Any Other Business (item 16):** The following were approved (i) Library Committee (ii) Community Gangs (iii) Web-site and (iv) Marion Orpen Prize.
6. **Chairman's Report:** The Chairman had attended the Little Chalfont Drama Group annual show on 7 July and the Armed Forces Day Flag Raising Ceremony at Chiltern District offices on 22 June. On 14 July he was scheduled to meet with the Chairman of the Community Association to discuss actions arising from the Market Town Health check and on 18 July he would be attending a charity dinner in aid of the Community Library and urged other Councillors to attend. Despite delays in receiving advice and information from the local area technician, it was now agreed that the Clerk should purchase the cycle racks direct and BCC would pay for the installation. The new roundabout was currently being installed at Westwood Park and children from the local primary schools had been invited to an official opening at the start of the new academic year. It was hoped that Cllr Dale would shortly be asked to join the Denham Aerodrome Consultative Committee as the Parish Council representative. The two working parties were making progress and, in conclusion, the Chairman reported that he was investigating a site in the Village which might be suitable for allotments.
7. **Clerk's Report:** A meeting of the group addressing the formation of a Youth Club in Little Chalfont had been held at the Pavilion on 3 July and had been well attended and very constructive. A meeting with young people from the Village had been held the previous evening to receive feedback on proposals to date. Similarly, plans for the Farmer's Market were advancing well and the Environmental Health Manager at Chiltern District had received assurances about food hygiene aspects. Broken Vodka bottles had recently been found in the children's playground and the previous week drinkers had taken vehicles onto the fields and left a large quantity of cans and bottles. Curiously, Steve Braund from CDC had hinted that there might be insufficient evidence for the establishment of a Designated Public Places Order. Clarification was awaited and Mr Braund had agreed to attend a future Council meeting. The previous

week she had met with Brian Lee, Community Association (environmental brief) to discuss issues of mutual concern. Finally, responses had been received from residents in Beechwood Avenue regarding their preferences for replacement tree planting. These were being collated and the Clerk and Cllr Drew would meet shortly to move things forward. The planting was likely to take place in the Autumn.

**8. Financial matters:**

- (i) *List of cheques* to be signed and cheques signed since last meeting: This was circulated and initialled by the Chairman
- (ii) *Income and Expenditure Report*: This was discussed. Cllr Ingham asked that it be noted for future discussions on spending that many of the lampposts were in need of repainting.
- (iii) *Bank reconciliation*: These, together with the bank statements were initialled by the Chairman.
- (iv) *Investment Strategy*: It was agreed that Cllr Smith should pass the appropriate forms to the Clerk so she could progress the actions agreed at the 13 May meeting. Notwithstanding the incorrect information given by Lloyds TSB and HSBC regarding FSA compensation, the decision to spread investments to increase return and mitigate risk was still a sound strategy.

**9. Reports from members of outside bodies:** (i) *NAG*: Cllr Smith reported that a meeting of the NAG was taking place that evening. He felt that the Group were losing their impetus regarding the DPPO in particular and he would pursue this at the next meeting. (ii) *Community Association*: Cllr Drew had attended a meeting of the Committee in his liaison role between the Council and the Association. Each Committee member had been allocated a specific area of responsibility and Cllr Drew felt the Association faced a very successful future. (iii) *Village Hall Management Committee*: Cllr Drew stated that a meeting was scheduled for 13 July 2009.

**10. Revised standing orders:** It was agreed that comments should be passed to the Clerk for incorporation into the revised standing orders together with comments given at the meeting by Cllr Drew. There would be a further discussion in September. The Clerk reported that BALC had confirmed that Councillors from other tiers in Local Government should be seated with and given the same opportunity to speak, during suspension of standing orders, as members of the public.

**11. Christmas Tree Lights:** The Chairman reminded the council of the history regarding responsibility for the lights. At present, the traders provided funding for the lights and trees above premises and last year the Council had paid for new lights for the large tree in The Triangle and the Clerk had arranged for the electrical installation to be checked for compliance with the BCC Code of Practice. There were concerns that the responsibility for the lights needed clarification. The Clerk was of the view that as the Council maintained The Triangle they were responsible for the maintenance and safety of the lights on the tree. As a result she had received a quote from Forde and McHugh for checking, installing, removing and storing the lights. This was quite expensive and whilst each step needed to be followed it was agreed that less costly options would be explored. It was agreed unanimously that the Council were prepared to take responsibility for the Tree lights only; the Clerk should arrange for the lights to be

taken down; the Chairman should discuss the issue with the Chairman of the Community Group and the Clerk should approach GE Healthcare about a more formal arrangement for the putting up and removal of the lights.

12. **Notice Boards and Signs:** The Assistant Clerk presented options and quotations from suppliers for these items. It was agreed that a new oak notice board be purchased for the Village Hall and that the dilapidated one in the village be removed completely pending negotiations with the Chess Valley Churches regarding the positioning of their notice board. The proposals for signs were agreed with the exception of "Welcome to Westwood Park" and "Ball games only" signs. The three signs with Council contact details would be replaced with updated signs.
13. **St Nicholas Close – installation of bollards to protect verges:** The Clerk reminded the Council of the request from a resident in St Nicholas Close for the installation of bollards to protect the verges at the T junction. She had originally suggested concrete ones, like those in Station Approach. However, the resident had asked whether the Council would fund permanently fixed, wooden bollards. The potential costs were noted and it was agreed that discussion of this item be deferred.
14. **Burtons Wood:** The Clerk reported that the Notice and application to register land at Burton's Wood as a Town or Village Green had been lodged at the Parish office, for inspection by the public at all reasonable times. Objections had to be sent to the County Council by 3 September. It was agreed that the Council could not become involved with any maintenance of the area as there would then be a possibility of becoming liable for maintenance in the future which, given the large number of mature trees, would be prohibitively expensive.
15. **Reports and Notifications:**
  - (i) Update received June 2009 from Chiltern Society about work on footpath near Sandycroft Road in April.
  - (ii) 8 June letter enclosing South East England Partnership Board formal submission to Secretary of State re. planning for gypsies and showpeople in the South East.
  - (iii) 8 June letter from Stephen Chainani, School Place Planning Commissioning Partner, BCC re. consultation exercise on planning obligations for education provision (responses due 17 July 2009). NB an extension has been granted to this deadline enabling the paper to be discussed at the 28 July Planning Committee meeting.
  - (iv) 12 June 2009 letter from Steve Watson, Protect Manager, Transport for Buckinghamshire, BCC, re. Buckinghamshire Network Hierarchy – A Reference Document (responses due 24 July). Clerk to circulate a summary for comments.
  - (v) Bucks County Show Thursday 27 August 2009 at Weedon Park – advertising material.
  - (vi) 18 June 2009 letter from Des Knowles, Town Clerk, Amersham Town Council, enclosing £50 for the two Marion Orpen Memorial prizes (one prize of £25 for a pupil at each primary school).

- (vii) 23 June letter from Peter Mussett, Senior Operations Manager, Culture and Learning, BCC re mobile library timetable changes.
- (viii) 18 June letter from Andy Clarke, Group Manager, Transport Services re. review of supported bus services in Chesham and Amersham.
- (ix) Leaflet advertising the launch of "A History of Coleshill" compiled by volunteer members of the Coleshill History Project.
- (x) Buckinghamshire and Milton Keynes Biodiversity Partnership – Issue 1 Summer 2009 (circulated by e-mail 1 July 2009).

- 16. Any Other Business** (i) *Library Committee*: It was agreed that Cllr Hunt would be the Council's representative. Next meeting 30 July at 7.30pm in the library. (ii) *Website*: The Clerk would be meeting with Don Marshall over the Summer to discuss updates for the website. It was agreed she should incorporate the suggestion made by Cllr Dale regarding "A" boards. (iii) *Community Gangs* The Clerk requested that Councillors advise her by 17 July of work required (next visits w/c 27 July and 3 August). It was agreed that the lack of feedback from the gangs should be reported to Cllr Tett. (iv) *Marion Orpen Prize* The Chairman would present the prize at Bell Lane School and either Cllr Hunt or the Clerk would make the presentation at Little Chalfont Primary School. Both presentations are in the morning on Friday 17 July.
- 17. A resolution was passed 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.**
- 18. Feedback from Working Parties.** The Westwood Park working party had met on 2 July and a number of actions had been agreed. The Clerk was drafting the grounds Maintenance contract and working on associated issues. A budget was agreed for any professional advice that might be needed.
- 19. Date of next meeting:** Wednesday 9 September 2009 at approximately 8.30pm (to follow on from a Planning Meeting which will start at 7.30pm).

Signed.....

Date.....