

**Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 13 October 2010 in the Village Hall
Cokes Lane, Little Chalfont at 7.30pm**

Present: Cllr M Dale; Cllr M Dear; Cllr B Drew (Chairman); Cllr L Hunt; Cllr C Ingham; Cllr P Martin and Cllr G Smith.

In Attendance: Mrs J Mason (Clerk).

Members of the Public: Cllr M Smith, Chiltern District Council (CDC) – up to item 15.

1. **Apologies for absence:** None.
2. **Approval of the minutes of the meeting held on 8 September 2010:** These were approved as a correct record and signed by the Chairman.
3. **Suspension of standing orders enabling members of the public to speak:** No members of the public wished to speak.
4. **To receive declarations of interest:** None.
5. **Items for Any Other Business:** (i) To decide on a delegate to attend Buckinghamshire Rural Affairs Group (BRAG) annual conference on 29 November 2010.
6. **Chairman's Report:** the Chairman reported that the previous day he, Cllr Smith and the Clerk had helped local school children and representatives from Amersham Rotary Club plant purple crocus bulbs on the Village Green in support of Rotary's "Focus on the Crocus" scheme the aim of which is to draw attention to Rotary International's efforts to campaign for the worldwide eradication of polio through vaccination. 11 September had been the first anniversary of the Farmers' Market and he thanked Cllr Smith for representing the Council on the day to mark the event.
7. **Clerk's Report:** The Clerk reported in detail on the actions arising from the previous meeting. In particular, she was meeting with Spruced-Up on 15 October to finalise the schedule for the agreed tree work. During that meeting, the potential allotment site would also be visited to discuss a possible survey and the drawing up of plans. CDC has agreed to provide free parking on Saturdays 4, 11 and 18 December. Their democratic services team have also contacted the Boundary Commission on the Parish's behalf regarding voting arrangements for Little Chalfont South residents. It is the Council's view that voting at the Village Hall would be more convenient for voters. Turning to maintenance, a damp survey has been arranged for the Village Hall and three contractors have been invited to quote to resurface Westwood Park drive and improve the surface of the car park. She gave a brief summary of discussions at the Clerk's Liaison meeting on 11 October and it was also noted that the new village entry sign had finally been installed on the A404 outside Repton House. The next Council meeting on 10 November would deal with next year's budget and precept.
8. **Financial matters:** (i) Income and Expenditure Report: This had been previously circulated and was briefly discussed. (ii) List of payments and cheques to be signed: A schedule of payments totalling £15,308.20 was circulated, approved and signed by the Chairman. (iii) **Update on investments following maturity of Alliance and Leicester Bond:** It was reported

that the Alliance and Leicester Bond had matured on 1 October 2010 and the interest received on maturity had been paid into the Lloyds TSB current account. The original investment amount (£50,012.33) had been reinvested in a further bond at a rate of 2.5% AER fixed for one year. Further investment opportunities were being examined by the group given authority at the 13 May 2009 meeting, in particular with the Bath Building Society. It was agreed that Cllr Smith would carry out further investigations into the soundness of this society.

9. **Annual Return for the Year ended 31 March 2010:** The certified annual return from the External Auditors was received and the Clerk would now prepare and issue a “Notice of Conclusion of Audit and Right to Inspect the Annual Return”. There were no items arising from the return to discuss other than to note that any corrections on future returns must be scored through and rewritten.
10. **Budget Preparation and Precept 2011/12:** It was agreed that the Clerk should arrange to meet with Cllr Drew and Cllr Smith to discuss proposals with a view to presenting the draft budget to the November meeting of the Council.
11. **Westwood Park Working Party:** The notes of the 28 September meeting of the working party had been circulated prior to the meeting. The working party had been very disappointed with the loss of the Playbuilder funding and the opportunity to improve play facilities for 8 – 13 year olds. They had taken the opportunity re-examine their remit and asked the Council to agree the following as a statement of their objectives: “to examine current usage of Westwood Park and to make short, medium and long term recommendations to the Parish Council. The aim is to increase both charged for and free usage of the Park by improving the facilities to the benefit of the residents of Little Chalfont”. The Council supported and agreed this statement. It was also agreed that the Council remained committed to improving facilities for the 8 – 13 year age range through a project similar to that proposed for the Playbuilder funds. They would welcome proposals from the working party at future meetings that would address the void left by the loss of that money. The working party would look at other methods of raising the necessary funding and would report back to the Council who agreed that they would probably not be averse to increasing the contribution to be made to the project from reserves (originally £20,000). Although the Clerk had on previous occasions met with the local Thames Valley Police Crime Prevention Officer to obtain his views on the siting of facilities at Westwood Park it was agreed she should contact him again as a matter of urgency to obtain comments specific to the proposed play area.
12. **Parish Council Newsletter:** It was hoped that the newsletter would be finalised shortly and would be ready for circulation together with a joint Parish Council/LCCA update on the Core Strategy. The LCCA had kindly agreed that their network of volunteers would help to circulate both documents. It was agreed that the Parish Council would pay for the printing of the Core Strategy update. It was anticipated that circulation would start on 29 October. Cllr Smith thanked the Chairman for all his work drafting and editing the newsletter.
13. **Snells Wood Car Park:** The Clerk read a letter from a local resident about parking in the Village. Councillors were also aware that this matter had been raised at the Parish Meeting on 19 May. The Council discussed the brief paper she had circulated which included CDC’s estimated costs to the Parish Council of providing one hours free parking in Snells Wood car

park. Whilst it was recognised that parking was problematic the Council agreed it could not justify spending the best part of £10,000 a year on free parking given other demands on expenditure.

14. **Grants and Donations:** to consider and if appropriate agree grant applications as follows:
 - I. **Friends of Little Chalfont Library:** It was agreed to make a donation of £6000.
 - II. **Chiltern and South Bucks Dial-a-Ride Ltd:** It was agreed to make a donation of £200.
 - III. **Mayor of Chesham's Christmas Party for the Elderly:** It was agreed to make a donation of £100.
15. **Hanging Baskets:** Hanging baskets in the Village are organised by the LCCA. It was agreed that the Parish Council would pay for 15 hanging baskets in the current year. For administrative ease the contractor would be asked to send his invoice to the Council. Included in the 15 would be an additional basket on the lamppost immediately outside the entrance to the Village Hall. The Clerk would contact the Chairman of LCCA to make the necessary arrangements. Councillors asked that she also advise him that this arrangement would be reviewed annually.
16. **Citizens Advice Bureau:** A request had been received from P Gosling, Trustee, Citizens Advice Bureau, to meet with the Chairman and other Councillors to discuss CAB's services, current issues and funding plans. It was agreed that the Clerk should contact Mr Gosling and ask him to send any information he felt would be relevant.
17. **Lodge Redecoration Update:** Since the last meeting the facias/soffits at the Lodge had deteriorated further with the onset of colder weather. The Clerk was of the view that they should be replaced together with the guttering. As a result a further quote had been obtained from a specialised UPVC fitter who had carried out repairs for the Council previously. In the event, it was agreed to accept Greystokes reduced price for the complete project.
18. **Winter Gritting:** The Council considered the Clerk's briefing paper which invited them to decide whether it would be appropriate to purchase a number of additional winter grit bins. The Council decided against this course of action because it would be impossible to make fair decisions as to which locations should benefit from extra bins. It was also agreed that in future the Clerk should advise members of the public who enquired that bins could be purchased from Buckinghamshire County Council for £450. In the meantime, the Council did agree to the purchase of a bin at the VW end of Chenies Parade. The Clerk undertook to liaise with BCC on this.
19. **Update on Councillor vacancy following the resignation of Cllr C Gibbs:** It was agreed to invite interested candidate(s) to an informal meeting at 7.15 pm prior to the 10 November meetings in accordance with the Council's new policy on the co-option of councillors. Voting would take place at the Council meeting later that evening under an appropriate formal agenda item.
20. Reports (as appropriate) from outside bodies: *Library Committee:* Cllr Hunt reported that the fundraising quiz held on 9 October had been very successful. The Library was shortly to be fitted with new windows and other long needed improvements were in the pipe line. *NAG:* Cllr Smith reported that a number of motorists had been stopped recently by the police in Elizabeth Avenue for a number of motoring offences such as speeding, using a mobile phone whilst driving and failure to wear a seatbelt. *LCCA:* Cllr Martin reported that the

Association's recent newsletter had now been circulated. Village Day would be on June 11th 2011 and volunteers were required to help with the organisation and running of the event. *Chalfont Junction Youth Club*: Cllr Drew advised the Council that the new term's activities were well underway. *Local Area Forum*: The next meeting of the Chiltern Local Area Forum would be on 20 October. Cllr Drew would be attending and he reminded colleagues that a decision would be made on funding for highways delegated budget projects 2011/12 (the Parish Council had applied for lighting of the Beel Close underpass).

21. **BALC Executive Committee**: It was decided not to take up BALC's invitation to nominate a Councillor to the Executive Committee (e-mail circulated 6 October refers).

22. **Notifications and Correspondence**:

- i. Office of National Statistics, Area Census Manager's 16 September letter re March 2011 census (e-mailed to Councillors 20 September 2010)
- ii. BCC September letter re reception admissions applications closing date 15 January 2010.
- iii. Community Impact Bucks Autumn 2010 newsletter.
- iv. CDC Revenues and Benefits Service letter 20 September Small Business Rate Relief.
- v. HS2 – 5 October e-mail from Brian Briscoe, Chairman, re the Y network and HS2 links to Heathrow and HS1 (circulated to Councillors 6 October 2010).
- vi. M Tett, BCC, 5 October letter re results of household waste recycling centres survey (e-mailed to Councillors 6 October 2010).

23. **Schedule of meeting dates**: it was agreed that the date of the planning meeting at end of December be changed from 28 December to Tuesday 21 December. The date of the Parish Meeting would be finalised at the next meeting once the Clerk had researched what happened in other Towns and Parishes in an election year. In any event, it was noted that meetings scheduled in May might have to be changed depending on whether a referendum was held.

24. **Any Other Business**: *BRAG Conference 29 November 2010*: Cllr Ingham will attend.

25. **Date of next meeting**: Wednesday 10 November 2010 at approximately 8.30pm (to follow the Planning Committee meeting that starts at 7.30pm). Possible pre meeting at 7.15pm (Councillors, Clerk and co-option candidates only).

26. 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: Agreed - the meeting continued in confidential session.

27. **To discuss the Parish Council's relationship with other outside bodies**: The recommendations of a paper circulated by Cllr Ingham were approved and are recorded in a confidential minute of this 13 October 2010 meeting.

Signed.....

Date.....

