

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 13 April 2011**  
**Village Hall, Cokes Lane, Little Chalfont at 8.40pm**

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

**In Attendance:** Mrs J Mason (Clerk)

**Members of the Public:** Mr J Hinkley.

1. **Apologies for absence:** These were received from Cllr M Dale.
2. **Approval of the minutes of meetings held on 9 and 22 March 2011:** These were approved as a correct record and signed by the Chairman.
3. **To receive declarations of interest:** None
4. **To agree items for Any Other Business:** Two items were agreed (i) contribution to LCCA Health Fair costs and (ii) chairs in the Parish Office. A third item regarding account signatories would be raised under item 8, Financial Matters.
5. **Suspension of Standing Orders enabling Members of the Public to Speak:** Not required.
6. **Chairman's Report:** This had been previously circulated and was noted. In particular the Council were very pleased to have received notification that Bell Lane School would not be closing and would convert to sponsored academy status in January 2012. It was also noted that on 5 May there would be no election in Little Chalfont South ward because Cllr Smith was the only person nominated for two seats; it would be necessary to co-opt a councillor in due course to fill the second seat. In Little Chalfont ward however, an election would take place as there were 8 persons nominated for 6 seats.
7. **Clerk's Report:** This had been previously circulated and was noted.
8. **Financial matters:** (i) *Income and Expenditure Report* – This had been circulated under cover of the Clerk's 12 April e-mail. The contents of both were noted. (ii) *List of payments and cheques to be signed* - payments totalling £18,990.47 were authorised. (iii) *Notice of audit of accounts for the year ended 31 March 2011* – this had been received in the last week and the annual return had to be approved by the Council by 30 June at the latest. The Clerk had started work on the year end procedures and would be making arrangements for an inspection by the Internal Auditor. (iv) *Insurance Renewal* - insurance arrangements for 2011/12 were in place. As previously discussed the new playground equipment would be insured once it became Council responsibility ; (v) *to agree items to be carried forward from 2010/11 into budget for 2011/12* - as requested in the 12 April e-mail referred to above, the Council approved the carry forward of the funds approved at the last meeting to complete the Playbuilder/playground project into 2011/12 (total budget £90,000) and £2500 approved at the 9 June meeting for new bins at Westwood Park (4070 102 Repairs and Maintenance Westwood Park) ; (vi) *to agree any virements* – it was agreed that no virements were necessary; (vii) *Signatories to Bank Accounts*- It was agreed that the list of authorised signatories for each account (Lloyds TSB, HSBC, Santander and Scottish Widows) would be increased to avoid any problems that might arise following the forthcoming election in Little Chalfont ward. The Clerk would be contacting Councillors to complete and authorise the appropriate paperwork for each account.
9. **LAF – Delegated Budget – Transport Projects- In view of the increased BCC budget provision, to consider whether Little Chalfont Parish Council should amend the existing proposal for 2011/12 (lighting in underpass) and/or suggest additional projects for consideration by the LAF:** Introducing this item, the Chairman confirmed that there was now an additional £7000 available to bid for and he invited Councillors to put forward suggestions for consideration. Three options were considered: (i) a second VAS in either Bell Lane or Elizabeth Avenue; (ii) dropped kerbs at locations to be finalised; (iii) funding for the proposed

tarmaced bell mouth at the start of the maintenance vehicle access across Snells Wood to the Community Park. Following a vote it was agreed that a bid be submitted for a VAS in Bell Lane where speeding continues to be a safety concern for residents and the school. In addition an application for dropped kerbs would be submitted as a further option for consideration should funds permit. The Clerk was asked to send in the paperwork by the 2 May deadline.

**10. Notifications and Correspondence:**

- I. CDC – 23 March 2011 letter from M Veryard, Principal Housing Officer re transfer of housing register from Paradigm to CDC (by e-mail 23 March)
- II. BCC – Transport for Buckinghamshire circular dated 22 March re dealing with speeding traffic (by e-mail 30 March)
- III. DCLG – Code of Recommended Practice on Local Authority publicity (e-mailed 1 April).
- IV. BCC – Local Transport Plan Team March 15 e-mail re LTP Strategy Adoption and LTP Implementation Plan review (NB It was agreed that no further action was required by the Parish Council in response to this item).
- V. BCC notice dated 17 March re arranging road closures for royal wedding and Big Lunch (info is on LCPC web-site)
- VI. BCC Adult Social Care bulletin re future of day services.
- VII. BCC 21 April notice re closure of Lodge Lane 6 May for two days for bridge repairs.
- VIII. Chiltern CAB 29 March e-mail re charity golf day 17 May 2011 (e-mail 5 April).
- IX. Chiltern Society Newsletter 5 April 2011 (e-mail 5 April).
- X. BCC Adult Social Care – Notice enclosing posters about forthcoming series of drop in points (now on notice boards).
- XI. 9 March letter from CDC, WDC and SCDC re joint management (by e-mail 10 March 2011).

- 11. **Any Other Business:** (i) *LCCA Health Fair 27 July 2011 at Dr Challoner's Girls* – it was agreed that a contribution of £100 would be made towards the LCCA's costs associated with organising this event. (ii) *Office seating* – a maximum budget of £1000 was 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 resolution was agreed.
- 13. **Staff Pensions:** (To discuss and if appropriate agree the resolution contained in the notes of the Establishment Committee held on 9 March 2011.) Minuted in confidential minute 13 of this 13 April 2011 meeting.
- 14. **Land at Snells Lane** [update]: Minuted in confidential minute 14 of this 13 April 2011 meeting.
- 15. **Date of next meeting:** Wednesday 11 May 2011 at 7.30pm in the Village Hall. This would be the annual meeting and the first meeting of the new Council following the 5 May elections. Cllr Drew thanked all Councillors past and present for their hard work during the Council's first four year term. In response, Cllr Ingham thanked the Chairman for his invaluable contribution over the years. His comments were endorsed unanimously.

Signed.....

Date.....