

**Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 10 April 2013 at 7.30pm
In the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr J Hinkly (Chairman); Cllr D Rafferty; Cllr M Parker and Cllr V Patel.

In attendance: Mrs J Mason (Clerk).

Members of the public: Mr N Brown and Mr P Burgess.

1. **(i) Apologies for absence:** These were received from Cllr B Drew, Cllr L Hunt and Cllr J Walford OBE.
(ii) Cllr S Keighley: The news of Cllr Sheila Keighley's sudden death had been announced the previous week. The Council observed a minutes silence in her memory.
2. **Resolution that standing orders be suspended** to allow any members of the public to speak: No members of the public wished to speak.
3. **To receive and approve the minutes of the meeting held on 13 March 2013:** These were approved as a correct record and were duly signed by the Chairman as such.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of items for any other business:** The following items were approved (i) condition of trees near station (ii) charitable donation in memory of Cllr Keighley.
6. **Chairman's Report:** This had been previously circulated. It was confirmed that a further version of the newsletter would be circulated prior to printing. Regarding the recent correspondence from Nick Rose, Leader of Chiltern District Council, about the draft delivery plan document (DDPD), it was suggested that Cllr Rose be invited as a speaker to the Parish Meeting on 15 May. The Clerk will contact Cllr Rose.
7. **Clerk's Report:** This had been previously circulated. Particular attention was drawn to the termination of the current cleaning contract and, subject to the tendering process, a start date for the new contract of 1 July 2013. A decision on the replacement bollards at the top of Burtons Lane would be made at the next meeting.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
(i) Youth Club – Cllr Rafferty advised that meetings were still suspended. The Clerk reported that she had been working with a student from Dr Challoner's and the chairman of the Youth Club in drafting a survey for young people and making contact with other youth clubs in the area. The aim is to gather views and ideas that could help to develop proposals to regenerate the Little Chalfont Youth Club; *(ii) Community Park Action Group* – The Clerk reported that group members were now preparing the proposal document for consideration by the Little Chalfont Charitable Trust.
9. **Community Buildings Working Party:** Cllr Hinkly reported on the 25 May meeting. In brief, preliminary discussions had been held with the site landlords (Buckinghamshire County Council and Chiltern District Council) who had responded favourably. BCC had confirmed that the library could most probably be extended but the existing building would have to remain on the current site. It was agreed that the Clerk should now (i) write to both Buckinghamshire County Council and Chiltern District Council with a view to reaching a more formal understanding with both organisations about the future of the site and (ii) set in train arrangements to draw up a list of architects who would be invited to make presentations on their suitability to design and project manage the possible new community centre project. An appropriate notice would be placed in the Buckinghamshire Examiner, in compliance with the Parish Council's Financial Procedures. It was also noted that the Parish Council will, with effect from April 2013, pay an annual fee of £50 to Community Impact Bucks. Such fees will enable CIB to continue to fund the Community Buildings Advice Service.
10. **Financial matters:** (i) *Payments* - A schedule of payments totalling £38,808.27 had been circulated and following a brief discussion was authorised by the Chairman; (ii) *Income and*

Expenditure Report (including an update on year end procedures) – The report had been previously circulated. The Clerk is currently working on the year end accounts and a full report will be given at the 8 May meeting. She requested permission to create a new code Tennis Court Resurfacing under cost centre 201 One Off Projects and make an appropriate virement of the budget for this work from 4070 102 Repairs and Maintenance, Park and Pavilion. Similarly she requested that a new code called Professional Fees be created under cost centre 104 against which recently incurred legal expenses would be transferred from 4003 104 together with a virement of £4,000 from 4300 105 Contingency General. The Council agreed that the Clerk could make these changes. (iii) *Letter dated 26 March 2013 from Mazars giving notice of audit of accounts for the year ended 31 March 2013* – Receipt was noted. (iv) *New HMRC requirements for real time information of payments to staff* - It was noted that the Council had the necessary arrangements in hand to comply with the new regulations. (v) *Introduction by the government of automatic enrolment of new staff into a pension scheme* – The requirements of the scheme were noted. (vi) *VAT consultation day with the RBS Software Solutions specialist* – It was agreed that the Clerk should make the necessary arrangements with RBS. (vii) *VAT on the work to the Nature Park access* – It had been confirmed by RBS to the Clerk that the VAT element of the LAF grant (£3,000) towards this project could be reclaimed if the payment was made by the Parish Council. The remainder of the cost would be met from the £3,500 grant made by the Parish Council to the Little Chalfont Charitable Trust. The Clerk had sought advice from HMRC as to whether the VAT on costs arising from this element were also reclaimable. A response was awaited. It was agreed that the Parish Council should pay the invoice for the work and reclaim as much VAT as allowable. This would necessitate the Charitable Trust repaying part of or the entire £3,500 grant from the Parish Council, following which the works would be donated to the Charitable Trust. The Clerk will liaise with all parties as necessary and keep a full paper trail for audit purposes. (viii) *VAT Return 1 December 2012 to 28 February 2013* – The return had been submitted on 22 March and £4,033.52 had been reclaimed by the Parish Council.

11. **Update on arrangements for Parish Meeting:** Speakers are Suzy Talbot, Editor, Amersham and Little Chalfont Examiner and Helen Petty, Manager, Dial-a-Ride. Nick Rose will also be invited (see item 6 above).
12. **Parking feasibility study:** *To discuss the cost and agree, if appropriate, to meet any additional sum over and above the £1,000 LAF contribution awarded in February* – It had been confirmed by BCC that the full cost of the study would be £3,000. Cllr Parker proposed and Cllr Rafferty seconded a motion that the Parish Council make up the difference (£2,000). This was agreed unanimously. The Clerk will advise BCC.
13. **Marion Orpen prize:** The Marion Orpen Prize funds, held by Amersham Town Council, were now exhausted. It was agreed that a similar prize be awarded by the Parish Council in this and future years called the Little Chalfont Parish Council Prize. The Clerk will advise the primary schools in Little Chalfont (Little Chalfont Primary School and Chalfont Valley E-Act Primary Academy). In general, one prize per school, to the value of £25 per recipient, will be awarded to a pupil nominated by each primary school; the prize is not linked to academic merit but to factors such as team spirit, contribution to the school or the overcoming of personal hurdles.
14. **Next newsletter:** The newsletter will be sent to the publishers at the end of the following week before which a copy would be circulated to Councillors for final editing.
15. **To review pitch and hall hire charges:** Following consultation with the Village Hall Management Committee and the Westwood Park Working Party Cllr Parker proposed and Cllr Rafferty seconded the 4% increase in charges set out in the revised schedule of charges circulated at the 13 March meeting. The increases will be effective from 1 May 2013. The Clerk/Assistant Clerk were given discretion to round the figures.
16. **New ward and local voting arrangements for Little Chalfont arising from the county council boundary review:** It was noted that the recommendations of an electoral review of

Buckinghamshire County Council by the Local Government Boundary Commission for England have been approved by Parliament and come into force at the next elections for Buckinghamshire County Council on 2 May 2013. The main objective of the review was to achieve “good electoral equality” (ie Divisions containing similar numbers of electorate) “while reflecting community identities and convenient local government”.¹

The impact for Little Chalfont is that the north eastern section of the village will now fall within a new county division called Chess Valley division. This area includes roads around Westwood Drive, the eastern ends of Elizabeth Avenue and Amersham Road, the Oakington Avenue area and down Lodge Lane to just south of the former golf club. (There is a map on the Parish Council web-site.) The remainder of the village will be within the Little Chalfont and Amersham Common division. Electors living in the new Chess Valley division will vote at Little Chalfont Primary School with effect from 2 May 2013 and the remainder of residents will continue to vote at the Village Hall in Cokes Lane. As a result of the above changes, at the next Parish Council elections in May 2015, the number of Parish Councillors will increase from 8 to 9 and the number of wards from 2 to 3. The new ward will be Little Chalfont North-East, and covers the area described above. The other two wards will be called Little Chalfont North (existing Little Chalfont ward minus roads moving to new ward) and Little Chalfont South (existing ward – no change).

¹ Final Recommendation - The Local Government Boundary Commission for England “New Electoral Arrangements for Buckinghamshire County Council”.

17. Reports and Notifications:

- i. Buckshealthcare 15 March e-mail enclosing a poster about the Stoke Mandeville Speaking Out investigation.
- ii. NHS poster advertising various dates for free health checks on the Pfizer Health Bus.
- iii. BCC order prohibiting through traffic in Lodge Lane commencing on 25 April 2013 for approximately twelve days.
- iv. Department of Communities and Local Government survey into Parish Councils. It was agreed that the Clerk should respond.

18. Any Other Business: (i) *Condition of trees near station* – This matter was raised by Cllr Patel. The Clerk will speak to BCC about the matter. (ii) *Charitable donation in memory of Cllr Keighley* – it was agreed to donate £30 to Save the Children Fund which is one of the charities nominated by Cllr Keighley’s family.

19. 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 commercial, contractual and legal matters.) *The resolution was agreed.*

20. Buildings Working Party: Update.

21. Establishment Committee: Arising from recommendations made at a meeting of the Establishment Committee held last week, to review the present terms and conditions of members of staff and, if appropriate, agree any changes.

22. Date of Next Meeting: Wednesday 8 May 2013 at approximately 8.15pm in the Village Hall. The meeting will follow on from the Planning Committee meeting that starts at 7.30pm on the same evening.

Signed.....

Date.....