

Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 9 April 2014 at 7.30pm
In the Village Hall, Cokes Lane, Little Chalfont

Present: Cllr B Drew (Chairman); Cllr L Hunt; Cllr J Hinkly; Cllr M Parker; Cllr V Patel; Cllr D Rafferty; Cllr J Walford, OBE and Cllr J Wyper.

In Attendance: Mrs J Mason, Clerk.

1. **Apologies for absence:** None.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak:** Not applicable as there were no members of the public present.
3. **To receive and approve the minutes of the meeting held on 12 March 2014:** These were approved as a correct record and were duly signed as such by the Chairman.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of items for any other business -** The following items were approved:
 - a) Parking survey update;
 - b) Draft Delivery Plan Document (DDPD) and Open Spaces Strategy (OSS) - update on responses to CDC;
 - c) Chiltern and South Bucks Strategic Partnership Meeting on 24 April 2014;
 - d) BCC Local Council Devolution Conference 27 May 2014;
 - e) MKBALC Parish Liaison Meeting 16 April 2014;
 - f) DCLG Community Rights Seminar 26 March 2014.
6. **Chairman's Report:** The report had been previously circulated. A meeting had been held on 7 April to discuss the possibility of a war memorial in Little Chalfont and to discuss the future format of remembrance parades in the village. This had been attended by representatives from the Parish Council (Chairman, Cllr D Rafferty and the Clerk), the LCCA (Ms S Strange), the three churches (Rev. Dr. V Jambawo, Deacon J Crowshaw and Rev. D Allsop) and Girlguiding UK (Mrs R MacGill). All had been in favour of a war memorial of some kind and had suggested that a Parish Council working party should be set up to discuss further and come forward with some suggestions. **The Parish Council agreed that** a working party should be established with membership drawn from the organisations who had attended on 7 April plus the local scouts if they wish to be involved. If other Parish Councillors wished to attend they would be very welcome. Input was also being sought from the Royal British Legion and Seer Green Parish Council.
7. **Clerk's Report:** This had been previously circulated and a number of items arising were discussed.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) *Library Committee/ Little Chalfont Community Library* – Cllr Hinkly reported that the formal title of the committee is now Little Chalfont Community Library (LCCL) which is now limited liability charitable company. LCCL members have been looking at ways to increase footfall which has reached a plateau. Cycle racks, organised by the Parish Council following its recent successful LAF funding bid will be installed shortly. Finances are sound with £70,000 in the bank. The possibility of providing additional storage to the rear of the building is being examined. (No further reports.)
9. **Financial matters:** (i) *List of payments and cheques to be signed* – Payments totally £15,540.47 were discussed, approved and the schedules were signed by the Chairman ; (ii) *Income and Expenditure Report (including an update on year end procedures)* – Items on the report were discussed although it was noted that the report did not reflect the year end status as the Clerk has just started work on the year end accounts ; (iii) *Letter dated 26 March 2014 from Mazars (Parish Council's external auditors) giving notice of audit of accounts for the year ended 31 March 2014* – This was received and noted. The Clerk will be contacting the internal auditor to make arrangements for him to inspect the accounts and, all being well, sign his section of the Annual Return.
10. **NALC Financial Briefings March 2014:** The briefings circulated on 1 April 2014 were received and discussed. With regard to F04E – 14 (changes to two signatories rule) it was agreed that the

Chairman, Vice Chairman and Cllr Parker should meet in due course to consider revisions to the Council's Financial Procedures and make any recommendations, as appropriate, to the Council. In the meantime the Council will continue to work with the two signatories system. F03 – 14 draws attention to HMRC's requirement that payments be made electronically. This was noted although HMRC are still accepting the Council's cheques. Of particular significance was F02 – 14 which sets out the accounting for council tax support grants in the Annual Return. This advice does not seem to concur with assurances given earlier in the year at meeting with CDC following concerns expressed this Council that the grant was not part of the precept. The Clerk will raise the matter with CDC.

- 11. Independent Panel Report – Review of Allowances to Parish and Town Councils:** (i) The report sent under cover of the 11 March e-mail from Democratic Services, Chiltern District Council (e-mailed to Council 1 April 2014) was received. (ii) Cllr Hunt proposed and Cllr Hinkly seconded that for 2014/15 the Chairman's allowance should remain at £100 and that any mileage claimed by Councillors should be made in accordance with the tax exempt rates set by HMRC (45p per mile for cars, 24p for motor cycles and 20p for cycles).
- 12. LAF Funding Applications 2014/15:** *To consider applications discussed at the 12 March meeting* – It was reported that the necessary information about setting up a Speed Watch scheme had been requested from Thames Valley Police who had apologised for their delay and would get back to the Clerk very soon. The Clerk was still working on the costing of the project to install new bollards near the shops and enhance the green space in front of the chemist shop. It was agreed that she should e-mail costings for both projects to Councillors for comment prior to sending off the applications to the LAF in time for the next meeting, which is on Tuesday 22 May in the Village hall.
- 13. Parish Paths Clearance Fund:** The offer made by Buckinghamshire County Council, set out in Corinne Waldon's 18 March e-mail and attachment, was discussed. In short BCC would pay the Parish Council 14p per metre to cut back ground growth twice a year from a number of Rights of Way footpaths in Little Chalfont. The Clerk had, on behalf of the Council, expressed an interest in perhaps undertaking this work and was now in the process of obtaining quotations from the Council's two grounds contractors and the Chiltern Society. It was agreed that she, Cllr Walford and Cllr Wyper would walk the paths to ascertain their condition and report back to Councillors, following which a decisions would be made.
- 14. Installation of wooden bollards in Westwood Park to deter parking on verges:** It was agreed that wooden bollards should be installed down the drive in Westwood Park (left hand side as you go into the park) to deter users from parking on the verges. The cost will be £1,540. The Clerk was authorised to instruct Spruced Up to undertake this work and at the same time ask Amersham Town Council to fit the new wooden gate across the entrance.
- 15. Replacement notice board in Chenies Parade:** The Clerk had received some quotations to replace the notice board using the existing posts. However, the Chairman did not feel that the was necessarily the best place for a notice board and asked other Councillors to suggest other locations in the vicinity of Chenies Parade that might be more suitable.
- 16. Review of**
 - (i) standing orders** – The amendments suggested in the Clerk's 8 April e-mail and attachments were discussed and agreed. She will finalise and issue the revised standing orders to all Councillors
 - (ii) risk assessment** – The revisions set out in the Clerk's 8 April e-mail and attachments were discussed and approved.
- 17. Update on arrangements for Parish Meeting 7 May 2014:** The speaker order was finalised together with any topical issues they should be asked to address. The Clerk will contact them all to brief them as necessary. The Parish Council newsletter is about to be distributed and the programme is on the front page. The Clerk will issue invitations, circulate posters and send a press release to the Bucks Examiner.
- 18. Post Office Consultation - Changes to Your Post Office – 1 April letter. Responses due 30 April 2014:** The Clerk will respond stating that the Parish Council supports the proposals, in particular the

improved opening hours. However, it hopes that the removal of the separate screened Post Office counters will not lead to long queues.

19. Reports and Notifications:

- i. Invitation to Buckinghamshire Clinical Commissioning Group Governing Body Meeting in public 10 April 2014 3.30 pm – 5.30 pm.

20. Any Other Business:

- a) **Parking survey Update** – Cllr Parker was pleased to report that he had, at last, received TfB’s report. He will circulate it for comment and report more fully at the 14 May meeting;
 - b) *Draft Delivery Plan Document (DDPD) and Open Spaces Strategy (OSS), update on responses to CDC* – The joint Parish Council/LCCA response on the DDPD had been sent on 4 April. The OSS repose was in the process of being finalised and would be sent off in good time;
 - c) *Chiltern and South Bucks Strategic Partnership Meeting on 24 April 2014* – Cllr Patel will attend;
 - d) *BCC Local Council Devolution Conference 27 May 2014* –Cllr Drew will attend.
 - e) *MKBALC Parish Liaison Meeting 16 April 2014* – No one available to attend. Clerk to send apologies.
 - f) *DCLG Community Rights Seminar 26 March 2014* – Cllr Parker attended. The Clerk will follow up the indications that funding might be available to progress possible projects.
- 21.** A resolution was agreed 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. However, minutes are included below because no confidential information is contained therein.)
- 22. Buildings Working Party: Update** – The Clerk had been advised that the lease had been received and anticipates that completion will take place soon.
- 23. Community Buildings Working Party:** (i) The Council received and discussed in detail the recommendation from the working party that of the final two architects interviewed, JBKS be chosen as the preferred bidder to work with the Parish Council on the Community Centre Project. **The Council agreed unanimously with this recommendation.** The Clerk was therefore authorised to advise both parties and to start discussions with JBKS about the proportion of their fee that would be payable for the early stages of the project. She will report back to the Council following which it is hoped she might be authorised to start drawing up a suitable contract. She will also investigate grant funding opportunities and report back. (ii) It was further agreed to call a meeting of the working party to discuss next steps.
- 24. Nature Park Lease: Update** – The LCCT had received further legal advice and it seemed that a longer lease, perhaps as long as 99 years, would be possible. A second informal meeting with the LCCT was being arranged.
- 25. Date of Next Meeting:** Wednesday 14 May 2014 at 7.30pm in the Village Hall (Annual Meeting). The Parish Meeting is on Wednesday 7 May 2014 starting with refreshments at 7.30pm.

Signed.....

Date.....