

**Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 12 November 2014 at 8.20 pm
In the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr B Drew; Cllr J Hinkly; Cllr M Parker (Chairman); Cllr V Patel; Cllr G Roberts; Cllr J Walford, OBE and Cllr J Wyper.

In attendance: Mrs J Mason, Clerk.

Members of the public: Mr J Brooks, Chairman, Little Chalfont Community Library.

1. **Apologies for absence:** These were received from Cllr D Rafferty.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak:** With the Council's agreement the Chairman suspended standing orders enabling Mr J Brooks to speak in support of the grant application listed under item 13i below. Circulating a key facts sheet, he emphasised that the library is a valued and highly successful community asset. The service provided is customer focussed and serves all sectors of the community both in and out of normal opening hours. The £6,000 requested would be put towards running costs, core expenditure and the anticipated extension that would accommodate the computer suite. He added his thanks to the Council for its generous support every year since 2007; this funding had been crucial to the library's success and ability to respond to customer need and the development of services.
3. **To receive and approve the minutes of the meeting held on 8 October 2014:** These were approved as a correct record and were signed as such by the Chairman.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of items for any other business** – the following were agreed:
 - a. Coach parked in Elizabeth Avenue blocking the footpath;
 - b. Footpath under the railway bridge on the A404;
 - c. GE Healthcare.

{At this point, with the Council's agreement, the grant applications under item 13 were discussed. These discussions are minuted under item13 below for ease of cross reference to the agenda.}
6. **Chairman's Report:** This had been previously circulated. The Chairman confirmed that the problem with the reorganisation of the school buses had still not been resolved. It was proposed to reduce the number of buses by eleven per day. The County Council had made arrangements to hold a meeting at Dr Challoner's earlier in the week but this had had to be cancelled.
7. **Clerk's Report:** This had been previously circulated. In particular it was noted that Buckinghamshire County Council had received 166 responses to the informal parking consultation which had closed on 7 November. Cllr Parker commented that he felt more on-line responses would have been received had BCC reflected fully amendments to the response form suggested by the Parish Council.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
 - i. *Library Committee* – Cllr Hinkly reported that footfall had increased as a result of the very popular World War I exhibition organised and set up by Amersham Museum. As a result of this success further collaborations with the Museum were being considered, for example, a Second World War oral histories project. The planning application for the proposed extension had been submitted but had not yet been validated;
 - ii. *"Think Community" conference organised by Transport for Buckinghamshire (TfB) 22 October 2014* – Cllr Hinkly had represented the Council at this conference. Delegates were briefed on the reorganisation of TfB into three autonomous geographic regions; the interactive pothole reporting facility on the TfB website; winter maintenance, and, the decision to fill shallower, uncategorised potholes adjacent to categorised pothole(s) undergoing repair.

- iii. *Village Hall Management Committee* – At the AGM on 13 October Cllr Hinkly had been voted in as Chairman for the coming year. In addition to routine agenda items, the committee members had been updated on progress with the community centre project.
- 9. To review current membership of the Nature Park Action Group:** In view of the Clerk's resignation (notice period ends 31 March 2015), it was agreed to nominate a Councillor as a member of the group. Cllr Roberts was happy to be nominated and this was agreed unanimously. Both she and the Clerk will attend meetings in the interim period.
- 10. Remembrance Sunday 9 November 2014 – Update following the service on 9 November and dedication of the new memorial:** Cllr Drew reported that there had been an excellent turn out, in the region of 350 people. Donations totalling £705 have been received or pledged from generous members of the public and local organisations (including The Entertainer, Little Chalfont Surgery and Cansdales). Cllr Noel Brown, Chiltern District Council, had also indicated that he might agree a contribution from the community fund. Following the service, £68.30 had been collected and this will be donated to the Amersham branch of the Royal British Legion.
- 11. Community Centre Project – Update following the exhibition and consultation held on 31 October and 1 November 2014:** Although the turn out had been a little lower than expected (due to the combined effect of half term and Halloween) the response had been very encouraging. To date the vast majority of respondees strongly support the concept and proposals. In addition, the quality of the comments made has been very high and will be invaluable in refining the architect's brief. A further meeting of the working group was scheduled for 14 November. Additional drop in sessions would be arranged for dates over the coming weeks to enable residents who had not been able to attend previously to view the plans and discuss matters with a member of the Parish Council. Councillors agreed to distribute a letter, prepared by the Chairman, advertising these dates.
- 12. Financial matters:**
- i. *List of payments and cheques to be signed* – Two schedules were discussed, approved and signed by the Chairman. The first was for payments totalling £20,560.22. This included three s137 payments totalling £2,527.02 for the October newsletter (£500), the Remembrance Sunday wreaths (£40) and the newly installed war memorial (£1,987.02). The second schedule showed direct debit payments made in the first half of September which totalled £956.57;
 - ii. *Income and Expenditure Report* – This had been previously circulated and was discussed in detail. It was noted that arrangements were in hand for Cllrs Drew, Hinkly and Parker to meet with the Clerk to discuss the budget outturn for the current year and proposals for 2015/16.
 - iii. *Replacement street light* – The Council authorised the Clerk to order a replacement light for the one that had had to be removed after a collision in St Nicolas Close. The light is outside no 60 and the cost will be £1,298.70 (net). (Unfortunately there were no witnesses to the collision on this occasion.);
- 13. Grants and Donations** – to consider payments to the following organisations (papers already circulated for i and ii):
- i. *Little Chalfont Community Library* – Cllr Drew proposed and Cllr Hinkly seconded a resolution that a grant of £4,000 with no conditions should be awarded. An additional £2,000 would be paid once the work on the proposed extension started. However, if that work does not go ahead, the Council would consider an additional application towards running costs and/or another project. The resolution was agreed following a vote. Six councillors voted in favour of the proposal and there was one abstention;
 - ii. *The Chilterns Dial-a-Ride* – The decision on this application was deferred pending receipt of more detailed accounts. The Clerk will advise Dial-a-Ride staff accordingly;
 - iii. *Little Chalfont Community Association* – It was agreed to make a donation of £100 as a “thank you” to the LCCA for distributing the October newsletter and parking consultation paperwork;

- iv. *Chesham Christmas Party for the Elderly* – Although no application has been received to date this may be an oversight on the part of the organisers. The Council therefore authorised the Clerk to make a donation of £100 depending on feedback from the organisers;
- v. *Citizens Advice Bureau* – It was noted that due to staff changes the CAB will delay their anticipated application until next spring.

14. LAF Funding:

- (i) *Update on procurement of projects outstanding (mobile vehicle activated sign and bollards to enhance village centre)* – The Clerk advised that these were in hand and would be completed before the end of the current financial year:
- (ii) *To consider possible projects for 2015/16* – It was agreed that the Clerk will submit, by the end of November, an application requesting a minimum of £6,000 towards the next stage of the parking consultation process. Consideration of other projects is deferred.

15. Speed Watch Scheme:

- (i) *To receive an update from Cllr Drew on the scheme's operation* – Cllr Drew explained that the scheme is a volunteer based adjunct to the Multi Vehicle Activated Sign project referred to above. Transport for Buckinghamshire staff have access to the necessary monitoring equipment which the Parish Council can use. Volunteers would be trained by the police in how to operate the system which records speed and then generates a series of warning letters.
- (ii) *To consider setting up a small group of volunteers, under the aegis of the Parish Council, to implement the scheme in Little Chalfont* – It was agreed to take the action necessary. Cllr Roberts agreed to project manage implementation. She had already been in touch with TfB and as a result of advice received suggested that an advertisement should be issued seeking volunteers who would be trained in the early spring. Interest in volunteering for the scheme would also be fostered through forthcoming newsletters, e-mails, a press release and the website.

16. Little Chalfont Youth Club:

- (i) *To receive an update from Cllr Drew about the youth club committee's plans to dispose of the club's assets* – The LCCA has offered to hold the Club's bank balance for them. It is further proposed that equipment should be offered to other organisations;
- (ii) Following a discussion it was agreed that the Parish Council should offer to hold the club's bank balance as a reserve for passing back to the club when it is reestablished. It was noted that the Parish Council donated a total of £1,000 to the group in 2009 and 2010. Cllr Drew will liaise with the treasurer of the LCCA on this matter.

17. Reports and Notifications:

- i. Buckinghamshire County Council winter driving events 11 and 12 November 2014;
- ii. Consultation next Bishop of Oxford. Notification of a public meeting in Christ Church Cathedral, Oxford, OX1 1DP on 11th November at 7.15pm (information circulated 29 October 2014);
- iii. New Transport for Buckinghamshire team announced. County Cllr Ruth Vigor-Hedderly's 9 October e-mail refers (circulated to Council 5 November 2014).
- iv. To note that the local Thames Valley Police team (via Inspector Mutch) are hoping to receive funding for a permanent automatic number plate recognition device to be fitted along the A404 (Stony Lane area), mainly for use in crime prevention.

18. Any Other Business.

- i. *Coach parked in Elizabeth Avenue blocking the footpath* – The vehicle was causing an obstruction. Cllr Patel agreed to pass the details to Hannah White, PCSO.
- ii. *Footpath under the railway bridge on the A404* – Wet leaves are a serious hazard for pedestrians at present. The problem will be reported to the County Council for urgent remedial action. It was further noted that a similar situation has arisen at the corner of Cokes

and Nightingales Lane. As this is a smaller area the Clerk will ask Spruced-Up to clear the leaves.

- iii. *GE Healthcare* – Cllr Drew reported that the new communications specialist at GE (replacing Kate Lewis) is Maggie Lorrimer.

19. *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 (items are confidential for commercial, contractual and legal reasons).*

20. Establishment Committee:

- i. *To receive the minutes of the Establishment Committee held on 21 October 2014* – The minutes were received and the Council had no objection to what had been agreed;
- ii. It was noted that the Clerk had tendered her resignation and her last day of employment would be 31 March 2015. The Council therefore authorised the Establishment Committee to progress all steps necessary to fill the resultant vacancy for a Parish Clerk and Responsible Financial Officer.

21. Date of Next Meeting: Wednesday 10 December 2014 at 7.30pm in the Village Hall.

Signed.....

Date.....