

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 8 January 2014 at 8.10pm**  
**In the Village Hall, Cokes Lane, Little Chalfont**  
(Following the Planning Committee meeting at 7.30pm)

**Present:** Cllr B Drew (Chairman); 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).

**Members of the public:** Ms L Mowat (Buckinghamshire Examiner).

1. **Apologies for absence:** These were received from Cllr L Hunt.
2. **Suspension of standing orders to allow any members of the public to speak:** There were no members of the public present who wished to speak.
3. **To receive and approve the minutes of the meeting held on 11 December 2013:** These were approved as a correct record and were signed as such by the Chairman.
4. **Declarations of Interest:** (i) It was noted that the relevant Council members have declared a DPI in relation to discussions under item 10, Budget and Precept, and have applied for and been granted a dispensation enabling them to speak and vote on item 10. (Note, the dispensation applies until May 2015.); (ii) All members declared an interest in item 12 (ii), MVAS sites, because the various sites proposed are within the vicinity of their respective properties.
5. **Approval by Chairman of items for any other business** - The following were approved: (i) 3 January letter from the Parish Priest and Permanent Deacon at St Aidan's RC Church; (ii) Notifications and communications received in the previous week; (iii) Parking survey and (iv) War Memorial in Little Chalfont.
6. **Chairman's Report:** This had been previously circulated and was discussed briefly.
7. **Clerk's Report:** This report had also been circulated before the meeting and was discussed. Arising from the report, it was agreed that Cllrs Parker, Drew and the Clerk should attend the site meeting proposed with Cllr Tett (Leader, Buckinghamshire County Council), to discuss concerns about Burtons Lane in relation to the County Council's highways report on the Donkey Field Development. Quotations had been received to move and improve the electrical consumer unit at the rear of the hall. This will enhance the safety and convenience of users. The cost will be £725; the Clerk will ask the electrician to undertake the work as soon as possible. It was noted that at the February and March meetings various policies, procedures and standing orders (including the grants and donations policy) will be reviewed. Cllr Parker kindly agreed to carry out the review of the effectiveness of internal audit. Finally, it was noted that consultants Accounting Solutions had requested further details to enable them to finish calculating the Council's de minimis VAT level for 2012/13. This additional work will increase their fee from £185 to £345. The Clerk had authorised the work.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** There had been no meetings. The Library Committee was meeting that evening and Westwood Park Working party were scheduled to meet on 16 January. A Youth Club update might be available in February.
9. **Financial matters:** (i) *List of payments and cheques to be signed* - The schedule of payments had been circulated in advance. Following a discussion payments totalling £9,940.56 were approved and the schedule was signed by the Chairman; (ii) *Income and Expenditure Report* - This was discussed in detail; (iii) *Balance Sheet 31 December 2013* - At 31 December 2013 reserves stood at £445,218 (although it was noted that the bank statement for December had still to be received and two items from January had been included in the calculation).
10. **Budget and Precept 2014/15:** *To set the precept for 2014/15 and to review and finalise the draft budget in the light of this decision* - Chiltern District Council had still not decided whether to award a grant to cover Little Chalfont's liabilities arising from the localisation of council tax relief. Therefore it was agreed to defer this item to an extraordinary meeting to be held after the Planning Committee meeting on Tuesday 21 January 2014.
11. **HS2 Consultation:** *To discuss and agree, as appropriate, the Parish Council's response to the HS2 Hybrid Bill consultation* - Cllrs Parker and Hinkly are still working on the Council's response. Other Council's locally have been contacted. It was agreed that the Clerk should also contact the Town Councillor at Chesham dealing

with the matter and put him/her in touch with Cllrs Hinkly and Parker as appropriate. The matter will be dealt with further by e-mail in order to meet the deadline of 24 January.

- 12. LAF Projects 2013/14:** (i) *Update on cycle racks* – The cycle racks for Chenies Parade have now been delivered and an installation date will be arranged. It was agreed that Cllr Rafferty would attend a site meeting with the Assistant Clerk/Clerk and the contractors to confirm the exact location just prior to installation; (ii) *To finalise the MVAS sites, approve the expenditure and authorise the Assistant Clerk to order the equipment* – Following recent correspondence, Councillors had agreed 10 possible sites for the MVAS which had been ranked with a view to being able to agree six locations throughout the village. The top six sites suggested would now be assessed by Transport for Buckinghamshire together with the next one(s) on the list should one or more of the sites prove unsuitable. It was agreed that if the costs associated with this assessment were pro rata, then all ten sites should be assessed. In addition, expenditure of £4,127.45 was approved to include TfB's assessment, the sign, fittings and twelve months warranty, three ground screws (as necessary) plus a protective bag. Councillors passed on their thanks to the Assistant Clerk and asked that she arrange for the site assessment to take place as soon as possible and order the sign. She will also confirm that a configured laptop is not necessary and that the data analysis programme can be loaded onto the office laptop and/or a tablet. An invoice will be issued to Buckinghamshire County Council to claim the LAF funded element of the project cost - £1,200.
- 13. LAF Projects 2014/15 - To discuss and agree possible projects:** It was agreed that applications would be submitted for the following projects:
  - i. MUGA Fencing Westwood Park;
  - ii. Replacement trees (possibly white horn beam) along Amersham Road and new planting on the Village Green (maybe to tie in with a war memorial). The Clerk will discuss this with Spruced-Up and if available Cllr Parker will also attend a site visit;
  - iii. A404 Crossing – Halifax House to Chenies Parade. It was noted that an application had already been submitted as per previous discussions.
- 14. Community Buildings Working Party - To receive and approve the brief to be sent to the final three architects in advance of the 4 March presentations:** The Clerk thanked Councillors for their comments on the draft circulated the previous week. The final version was received and approved and will be sent out in the course of the next few days.
- 15. London Underground Metropolitan Line Timetable - To discuss the draft of a further letter from the Council to the General Manager of the Metropolitan Line:** Councillors commented further on the draft and a final version was agreed. The Chairman thanked Cllr Walford for drafting the letter.
- 16. HM Government Parking Consultation:** It was agreed that the Clerk would complete the response form and circulate it to Councillors for comment prior to submitting the final version to the government.
- 17. Any Other Business:** : (i) *3 January letter from the Parish Priest and Permanent Deacon at St Aidan's RC Church about access and Finch Lane land* – It was agreed that a site meeting should be arranged. Cllrs Drew, Hinkly and the Clerk to attend from the Parish Council; (ii) *Notifications and communications received in the previous week* - Chiltern Society newsletter January 2014; CDC/SBDC Joint Sustainable Community Strategy 2013 - 2026 is available on both councils' web-sites; Invitation to Chiltern Clinical Commissioning Governing Body meeting about end of life care, 9 January 2014 at Wycombe District Council 3.30pm – 5.30pm; Quality Care Commission (via Community Impact Bucks) invitation to provide input into inspection of Wrexham Park Hospital. Focus Group is on 29 January. (Details will be circulated to hall user groups and the LCCA.) (iii) *Parking survey* – It was confirmed that despite recent reminders BCC had still not confirmed the start date and time scale for the survey. The matter is now very urgent not least because the LAF funding contribution towards the cost has to be invoiced before the end of the financial year. It was agreed that the Clerk should therefore write to the officers managing the work with copies to associated officers and councillors at BCC; (iv) *War Memorial in Little Chalfont* – Cllr Drew advised that he had received an encouraging response from the Girl Guiding District Commissioner about the possibility of a war memorial in the village. She had reported that last November over 100 people had participated in the remembrance parade.
- 18.** 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. {Minuted below as no confidential details are reported.}

**19. Buildings Working Party:** *To receive an update* – The Clerk had received informal assurances that the lease would soon be signed but no documentation had been received. She had therefore asked the Parish Council’s solicitor to write asking when the lease would be received.

**20. Date of Next Meeting(s):**

- (i) Extraordinary Meeting 21 January 2014 at approximately 8.15pm to follow the 7.30pm Planning Committee meeting;
- (ii) Wednesday 12 February 2014 at 8.15pm in the Village Hall, Cokes Lane, Little Chalfont (following the Planning Committee meeting which starts at 7.30pm).

**Signed**.....

**Date**.....