

**Minutes of Little Chalfont Parish Council Eighth Annual Meeting
Held on Wednesday 14 May 2014 at 7.30 pm
In the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr B Drew (Chairman); Cllr V Patel; Cllr D Rafferty; and Cllr J Wyper.

Apologies for absence: Cllr J Hinkly; Cllr M Parker and Cllr J Walford, OBE.

In attendance: Mrs J Mason (Clerk) for item 1 - 28.

- 1. To elect a Chairman of the council for the council year 2014/15:** Cllr Wyper proposed and Cllr Patel seconded that Cllr Drew be elected as Chairman. This was agreed unanimously.
1(a) Apologies for absence: These were received as listed above.
- 2. To elect a Vice-Chairman of the council for the council year 2014/15:** Cllr Drew proposed and Cllr Wyper seconded that Cllr Hinkly be elected as Vice-Chairman. This was agreed unanimously.
- 3. To elect a Chairman of the planning committee for the council year 2014/15:** Cllr Drew proposed and Cllr Patel seconded that Cllr Parker be appointed as Chairman of the Planning Committee. This was agreed unanimously.
- 4. To appoint a Vice-Chairman of the planning committee for the year 2014/15:** Cllr Wyper proposed and Cllr Patel seconded that Cllr Rafferty be appointed as Vice-Chairman of the Planning Committee.
(Note – all members of Little Chalfont Parish Council are also members of the Planning Committee.)
- 5. Declaration and delivery of acceptance of office:** The Chairman to sign a declaration of office which was witnessed by the Clerk.
- 6. Schedule of meetings 2014/15:** It was noted that dates to December 2014 have already been published. The Assistant Clerk will shortly issue a schedule including dates up to May 2015.
- 7. To Propose and agree membership of sub-committees:**
 - a. *Establishment Committee:* Cllr Patel proposed and Cllr Wyper seconded membership comprising the Chairman, Vice Chairman and Chairman of the Planning Committee. This was agreed unanimously.
 - b. *Village Hall Management Committee:* It was agreed unanimously that Cllrs Drew, Hinkly and Rafferty should continue their membership of this committee.
- 8. To propose and agree membership of working parties – agreed unanimously as listed below:**
 - a. *Westwood Park Working Party* - Cllr Hinkly, Cllr Rafferty and Cllr Wyper.
 - b. *Buildings Working Party* - Disbanded.
 - c. *Community Buildings Working Party* - Cllr Drew, Cllr Hinkly and Cllr Walford.
 - d. *War Memorial and Remembrance Parade Working Party* - Cllr Drew and Cllr Rafferty. An additional Council member would be helpful in due course.
- 9. To propose and agree representation on outside bodies – agreed unanimously as listed below:**
 - a. *Neighbourhood Policing Team Liaison Forum* – Cllr Parker with day-to-day liaison being delegated to the Clerk.
 - b. *GE Healthcare Liaison Group* – Cllr Patel.
 - c. *Little Chalfont Community Library* – Cllr Hinkly.
 - d. *Little Chalfont Community Association Liaison* – Cllr Parker.
 - e. *Little Chalfont Youth Club Management Committee* – Cllr Rafferty.
 - f. *Local Area Forum* – Cllr Drew.
 - g. *Chiltern and South Bucks Community Partnership* – It was noted that although Cllr Drew was the Council's representative last year, Cllr Patel attended twice as his substitute. In addition, this partnership has a steering group on which Cllr Drew also sits as a Town and Parish Council representative. Cllr Drew advised that he would be resigning from the steering group and therefore membership of the Partnership will be discussed at a future meeting.
 - h. *Nature Park Action Group* – The Clerk.

- 10. Report on the Council Year 2013/14:** Cllr Drew's report was received. It had been previously circulated and presented at the Annual Parish Meeting on 7 May. A copy is also on the website.
- 11. Report on the Accounts 2013/14:** The Clerk's report together with the year end balance sheet and income and expenditure accounts had been previously circulated. These were received and adopted by the Council. Copies are available on the website.
- 12. Appointment of Auditors 2014/15:** It was agreed unanimously to appoint Ernest Newhouse as the Council's Internal Auditor and Mazars as the Council's External Auditors.
- 13. To accept a resolution that standing orders be suspended to allow any members of the public to speak:** Not necessary as there were no members of the public present.
- 14. To receive and approve the minutes of the meeting held on 9 April 2014:** These were approved as a correct record and were duly signed by the Chairman.
- 15. Declarations of Interest:** None.
- 16. Approval by Chairman of items for Any Other Business -** The following were agreed:
- a) Notification in advance of the 27 May Planning Committee meeting of appeal lodged by the owners "The land between" at Chenies Parade (CH/2013/2047/FA) and the need to coordinate a response about that land's previous use for parking;
 - b) Vacancy for a councillor following the resignation of Cllr L Hunt.
 - c) Advance notification that at the 11 June meeting grant applications will be discussed although at the present time none has been received;
 - d) CDC contractor's removal of community signs.
- 17. Chairman's report:** This had been previously circulated. The Chairman was very pleased that the Parish Meeting on 7 May had been so well attended. The four speakers had been particularly interesting. He was immensely grateful to Cllr Patel whose swift action had saved the day when the PA system failed! He was also pleased to report that Cllr Walford had very kindly agreed to edit the Parish newsletter in future. On a less happy note, Cllr Hunt had resigned from the council. Cllr Drew was extremely grateful for her long and valued service. She had joined the council in February 2009 and in the intervening period had been a valued councillor, a member of a number of working parties and a very efficient Chairman of Planning. On behalf of the council he wished her well for the future. In addition, the Assistant Clerk, Karen Sterling had resigned after five and a half year's service. On behalf of the Council he asked that thanks for her hard work over the years be recorded. Both vacancies would be advertised shortly.
- 18. Clerk's report:** This had been previously circulated and was noted and received.
- 19. To receive reports, as appropriate, from members of outside bodies and working parties c:** *Village Hall Management Committee 28 April 2014* – an update had been given on income and expenditure, hall usage, repairs and maintenance and the decision to select JBKS architects as the preferred bidder to take the community centre project forward; *Westwood Park Working Party* - The working party hoped that the council would offer free tennis on the same basis as last year (see item 20 below). In addition the members hoped that the Council would approve the purchase of *distance markers*, set into the ground every 100m along the white running guide line around the park. Following a discussion *it was agreed that because this expenditure was not likely to be significant, the Clerk should proceed with this proposal.*
- 20. Free Tennis:** Following a discussion it was agreed unanimously that free tennis be provided at Westwood Park during the school summer holidays on the same basis as last year. Those who are 16 or under can therefore use the tennis courts in the area with two adjoining courts free of charge during the summer holiday. This special permission applies from 9am – 5pm on Mondays to Fridays and does not apply to the third single court for which the usual fee must be paid.
- 21. Financial matters:**
- i. *List of payments and cheques to be signed* - A schedule of additional payments made during 2013/14 totalling £3,052.91 was discussed and approved. It was noted and agreed that payments made since the 9 April meeting will be presented at the 11 June council meeting.
 - ii. *Annual Return 2013/14* – The Clerk had previously circulated figures for Section 1 – The Statement of Accounts for the Annual Return 2013/14 together with the Cash and Investment Reconciliation and Supporting Reserves Reconciliation reports. The Council approved these, following which the Chairman and Clerk signed Sections 1 and 2 of the Annual Return green form.

- iii. *Schedule of s137 payments 2013/14* - The schedule had been previously circulated. In 2013/14 the limit was £6.98 per member of the electorate (4,652) so the total permissible budget for section 137 spending for the year would be £32,470.96. The amount spent in the year had been £8,072.
 - iv. *Internal Audit visit to examine 2013/14 accounts and financial procedures*- It was noted that this was scheduled for 20 May 2014. Furthermore, Cllr Parker's May 2014 review of Internal Audit was received and approved. The Clerk will forward this to the auditor in advance of his visit.
 - v. *Ear marking of reserves* - Deferred to 11 June meeting.
- 22. Little Chalfont Parking Review:** The draft letter to Buckinghamshire County Council, circulated on 6 May, responding to Ringway Jacobs' Review Report on the Little Chalfont Parking Review (including its associated appendices and the IMS Initiation Document) was approved and it was further agreed that comments in a related e-mail circulated on 7 May 2014 will also to be incorporated into that response, before the Clerk sends it off. Cllr Drew asked that his thanks to Cllr Parker for his work on the response be recorded.
- 23. LAF funding applications 2014/15:** The Clerk reported that in view of timescales prior to the next LAF meeting, she had already sent in an expression of interest form. This had been circulated to councillors and requested £5,500 - £6,000 to install new bollards on the verge near the chemist's and replace some bollards adjacent to Chenies Parade. The aim of the project is the enhancement of locally valued green spaces thus making the village centre more attractive, encouraging people to stop and shop and so encouraging a thriving economy. Funds had also been requested for planting and grass cutting in the same location although she was not very optimistic about this aspect of the application being accepted. The council retrospectively approved this application and looked forward to hearing the outcome. Cllr Drew reported that an indication had been received that if the Parish Council was successful in winning funding from other sources for MUGA fencing the LAF might revisit the Parish Council's previously rejected application for this project. He undertook to liaise as necessary with other organisations that might be able to assist. In conclusion, it was noted that the investigations into setting up a speed watch campaign in Little Chalfont had not met with great success and the Localities Team Manager at the County Council had kindly agreed to follow the matter up with Thames Valley Police. Depending on the outcome, a further application for funding might then be possible.
- 24. Adoption by the Parish Council of street lighting to be installed by the developers of the Donkey Field on the section of road that will be adopted by BCC:** As set out in the Clerk's report it was proposed and agreed that the Parish Council respond to the developer's contractor that it would adopt the six street lights in the adopted stretch of road at the Donkey Field development. This would be subject to certain assurances regarding transfer of manufacturer's guarantees and payment of a capital sum equivalent to the capital cost of one column. The Clerk will respond to and liaise with the developer and their contractor as necessary.
- 25. Maintenance of selected rights of way in Little Chalfont:** Following discussions at the 9 April meeting and recommendations and costs set out in the Clerk's Report, it was agreed unanimously to (i) undertake the clearance of vegetation from paths as set out in Corrine Waldron's 18 March 2014 e-mail and (ii) from the three organisations approached to bid for the work to appoint Amersham Town Council. The Clerk will respond to BCC and also ask for additional funds at the start of the contract in view of the poor state of the path behind Sandycroft Road.
- 26. Reports and Notifications:**
- i. Chiltern District Council Community Grant Aid Scheme – 14 April notification from Paul Nanji, Principal Leisure and Community Officer about this year's scheme. Closing date for applications is Friday 6 June 2014;
 - ii. Chiltern District Council 16 April e-mail from David Gardner, Community Projects and Revitalisation Officer, about remembering World War I and CDC's role in co-ordinating details of projects throughout the District;
 - iii. Chiltern District Council's 17 April e-mail from Alison King, Consultant Technical Officer, outlining how businesses and householders affected by the flooding can apply for support from HM Government.
 - iv. BMKALC's 25 April e-mail forwarding HS2 press release and other information for petitioners.

27. Any Other Business:

- a) *Notification in advance of the 27 May Planning Meeting of appeal lodged by the owners “The land between” at Chenies Parade (CH/2013/2047/FA) and the need to coordinate a response about that land’s previous use for parking* – this was noted and Councillors will collate information in advance of the Planning Committee meeting on 27 May;
- b) *Vacancy for a councillor following the resignation of Cllr L Hunt* – See item 17 (Chairman’s Report) above. The Clerk will make the necessary arrangements to advertise the resultant vacancy for a councillor.
- c) *Advance notification that at the 11 June meeting grant applications will be discussed although at the present time, none has been received* – Noted.
- d) *CDC contractor’s removal of community signs* – The Clerk reported that CDC contractors had been zealously taking down short term community activity signs and notices. This had cost one organisation over £100 and ironically on a previous occasion temporary signs advertising a CDC function had been removed. In the past a more pragmatic approach had been adopted towards such signs as long as they were not a danger and were put up shortly before and taken down soon after an event. Indeed, this approach had been endorsed by BCC. Councillors agreed to mention the difficulties caused to CDC representatives when the opportunity arose.

28. 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 item is confidential because it deals with staffing matters.)

29. Establishment Committee: Minuted in confidential minute 29 of this 14 May 2014 meeting of Little Chalfont Parish Council.

30. Date of Next Meeting: Wednesday 11 June 2013 in the Village Hall at 7.30pm.

Signed.....

Date.....