

**Minutes of Little Chalfont Parish Council Ninth Annual Meeting
Held on Wednesday 13 May 2015 at 7.30 pm
In the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr B Drew (Chairman); Cllr M Parker; Cllr V Patel; and Cllr D Rafferty.

Apologies for absence: Cllr G Roberts; and Cllr J Walford, OBE.

In attendance: Mrs N Meldrum (Clerk).

Members of the Public: Mr P Burgess; Mr P Gibson and Mr I Griffiths.

A minute's silence was held in honour of Mr Alan Tate who passed away recently. Mr Tate was the first Chairman of Little Chalfont Parish Council when it was founded in 2007.

- 1. To elect a Chairman of the council for the council year 2015/16:** Cllr Rafferty proposed and Cllr Parker 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 2015/16:** Cllr Drew proposed and Cllr Parker seconded that Cllr Roberts be elected as Vice-Chairman. This was agreed unanimously.
- 3. To elect a Chairman of the planning committee for the council year 2015/16:** 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 2015/16:** Cllr Drew 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:** All Councillors signed a declaration and acceptance of office which was witnessed by the Clerk. In accordance with the guidance, it was agreed that Cllr Roberts and Cllr Walford were permitted to sign their declaration of acceptance either before or at the next Council meeting. The Declaration of Interests would also be circulated to all Councillors for completion.
- 6. Proposal to co-opt a new councillor:** Cllr Drew reported that following the first stage of the co-option process, the councillors of Little Chalfont Parish Council had agreed that Mr Ian Griffiths was a suitable person to be co-opted as a Councillor to the ward of Little Chalfont North East. Cllr Drew proposed and Cllr Parker seconded that Mr Ian Griffiths is co-opted as a Councillor and this was unanimously approved. Mr Griffiths accepted and joined the table. Mr Griffiths then signed his declaration and acceptance of office which was witnessed by the Clerk.
- 7. Schedule of meetings 2015/16.** Cllr Parker asked for confirmation that a Planning Meeting would be held on Tuesday 9 June. The Council meeting will be held on Wednesday 10 June. In the past, when the Council meeting and Planning meeting have occurred in the same week both meetings have taken place on the same evening. It was agreed to discuss this issue at the next Council meeting when other councillors were present.
- 8. To Propose and agree membership of sub-committees:**
 - a. *Establishment Committee:* It was agreed unanimously that membership should comprise of the Chairman, Vice Chairman and Chairman of the Planning Committee.
- 9. To propose and agree membership of working parties – agreed unanimously as listed below:**
 - a. *Westwood Park Working Party* - Cllr Rafferty and Cllr Griffiths. Cllr Drew would see if there were any other councillors who would be able to stand on this working party.
 - b. *Village Hall Management Working Party:* Cllr Drew, Cllr Rafferty and Cllr Roberts.
 - c. *Buildings Working Party* - Disbanded.
 - d. *Community Buildings Working Party* - Cllr Drew, Cllr Walford. Cllr Roberts would also be asked if she would be able to attend. John Hinkly will remain on this working party.
 - e. *War Memorial and Remembrance Parade Working Party* – This committee comprises of the local clergy, the Scouts and Guides, the LCCA and the Parish Council. The Parish Council will not take

the lead in the same way in 2015. Cllr Rafferty and Cllr Griffiths will represent the Parish Council on this working party.

10. To propose and agree representation on outside bodies – agreed unanimously as listed below:

- a. *GE Healthcare Liaison Group* – Cllr Patel.
- b. *Little Chalfont Community Library* – Cllr Griffiths.
- c. *Little Chalfont Community Association Liaison* – Cllr Parker.
- d. *Local Area Forum* – Cllr Drew.
- e. *Chiltern and South Bucks Community Partnership* – Cllr Patel.
- f. *Nature Park Action Group* – Cllr Roberts.

11. Report on the Council Year 2014/15: The Chairman's report was received. It had been previously circulated and presented at the Annual Parish Meeting on 22 April. Cllr Drew recommended acceptance of the report. Cllr Patel seconded this proposal. A copy of the report is also on the website.

12. Appointment of Auditors 2015/16: It was agreed unanimously to appoint Ernest Newhouse as the Council's Internal Auditor and Mazars as the Council's External Auditors. Cllr Parker recommended that as good practice there should be a review of external auditors every 3 -5 years.

13. To accept a resolution that standing orders be suspended to allow any members of the public to speak: Mr Paul Gibson of the physiotherapy practice in Nightingales Corner spoke about the need to review the situation with regard to the use of A frames within the village. From a personal view Mr Gibson commented that he had little space to show his business was there and commented there were a number of other businesses in the same position. He had been asked to remove his A frame from the grass verge outside his business as it was contravening highway laws. Although it is difficult to quantify, he felt the presence of a sign did have a positive effect on his business especially from passing traffic. Mr Gibson recognised the importance of maintaining the village appearance but did not feel that a small amount of signage would be detrimental. He also commented on the other signs which were installed in the village, primarily for local events. Mr Gibson acknowledged that local businesses were supported in the village through the local business day and Village Day. Mr Gibson asked for a fair review of the situation.

14. To receive and approve the minutes of the extraordinary council meeting held on 24 March 2015 and the Council meeting held on 8 April 2015: Cllr Parker noted that Item 15 Statters Field had been amended to Item 8 in the minutes as the item had been brought forward in the agenda. It was agreed if this occurred in the future the agenda order would remain the same but it would be listed that the item had been discussed earlier. The minutes 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 - None

17. Chairman's report: This had been previously circulated. Cllr Drew spoke about the passing of Mr Alan Tate and reported that he had written to his widow to express his condolences. A letter from the Parish Council would also be sent. Cllr Parker drew attention to the fact there were still two vacancies for councillors for the Parish Council.

18. Clerk's report: This had been previously circulated and was noted and received. It was noted that a bench on the village green was broken. The Clerk was investigating if it could be mended or if a new bench could be purchased prior to Village Day. The Clerk reported that a high telephone bill had been received and she had obtained a new pricing package from BT. This package was on a two year contract. It was agreed to investigate some other telecom companies in order to obtain the best deal. The Clerk was given authority to change the telephone provider. The contract should be for no more than two years. It was noted that the grass cutting of the verges had begun. There had been two comments from residents so far about the quality of the work. It was noted that the first cut was always more difficult and work had begun slightly later due to delay in the agreement of the contract with Bucks County Council. It was requested that the verges in the village centre should be attended to prior to Village Day. Finally, it was reported that a cheque for £100 would be raised for the LCCA in recognition of their help with the delivery of the Parish newsletter.

- 19. To receive reports, as appropriate, from members of outside bodies and working parties** Cllr Parker advised that he would send a note regarding the LCCA meeting. No other groups or working parties had met.
- 20. Financial matters:**
- i. *List of payments and cheques to be signed* – The list of payments was circulated and approved. The Clerk reported that the Annual Report would be discussed at the Council meeting on 10 June 2015 as would the financial procedures. The internal auditor was scheduled to come to the Parish Office on 3 June 2015.
- 21. Local Business Advertising:** Following the earlier presentation by Mr Gibson on this issue, Cllr Drew commented that the Parish Council try to be consistent with regard to A boards. Generally, if boards are against the wall of the premises this is satisfactory. Advertisements on roundabouts should be limited to a short period of time, in line with BCC guidelines. However, he reported that there had been a number of complaints about the positioning of A boards in the village. Cllr Drew highlighted that he wanted to support local businesses and proposed to set up a working party comprising of the Parish Council, the LCCA and local businesses. This group would discuss and propose ideas with regard to advertising in the village. Cllr Patel would be happy to join the Working Party, and Cllr Roberts would also be asked in view of her connection with the Farmers Market. Mr Gibson agreed to take part and Peter Burgess from the LCCA would recruit another business proprietor from the village.
- 22. Review of Westwood Park pavilion, football and cricket hire charges 2015/16:** The councillors were content with the proposed price increase of 3% which was in line with the price increase for the village hall hire agreed at Council meeting held on 8 April 2015. It was suggested that the prices should be rounded to the nearest 10 pence.
- 23. MUGA fencing:** The Clerk drew attention to the quotations received to replace the fencing around the MUGA. There were two different options of fencing – weldmesh and a stronger V mesh. It was agreed to investigate further the V mesh option including seeking recommendations on previous work from the contractor and firming up the price. Cllr Drew proposed that the Parish Council should move forward with the work subject to a satisfactory conclusion to the investigation. Cllr Rafferty seconded the proposal. The Clerk was given authority to arrange for the work to be completed if the investigations proved satisfactory.
- 24. MVAS:** The Clerk reported that the MVAS had been operational for three weeks. There had been some initial problems with the batteries but it was hoped this would be resolved now following a visit from the installation engineer. Cllr Drew commented that the machine was easier to move than anticipated and proposed that the MVAS would be moved more regularly than initially anticipated. It was agreed that the MVAS would change location approximately every 6 weeks. Where possible, it would also be turned around halfway through its time in each location to monitor traffic in the opposite direction. It was noted the next location was Burtons Lane, however due to the traffic lights which are currently situated there it would not serve the intended purpose so the order would be amended.
- 25. Parking Survey:** Cllr Parker reported that an informal consultation would take place in several roads in Little Chalfont, following discussion with Transport for Buckinghamshire. The Parish Council will be responsible for delivery of the consultation documents to households. Cllr Parker highlighted an issue on Station Approach where negotiations are taking place with Transport for London. The proposal was for restricted waiting, probably using parking meters on the northbound side of the station, with double yellow lines on the opposite side. The parking issue at Chenies Parade was then discussed. Cllr Parker reported the current position with parking permitted in Chenies Parade for two hours. TfB consider that the parking problem in that area can only be properly managed with the introduction of parking meters, however any free time could not be subsidised by the County Council and any resultant costs would fall to the Parish Council. The Parish Council is opposed to metering in the area and prefer a proposal of a period of one hour parking, and an extension of the area cars can park. It was noted that the LCCA are also opposed to charging for parking in this area. Cllr Griffiths suggested looking at alternative ways of managing the parking situation. A suggestion was made to request yellow hatching on the A404 adjacent to the entry to the Parade. After a full discussion, it was agreed that Cllr Parker would write to TfB with the proposal that one hour parking would be permitted with an extension to the area in which cars are allowed to park.

- 26. Number 71 bus route:** Mr Howroyd had raised this issue at the Council meeting held on 11 March 2015 and also at the Parish Meeting. A response had been received from Transport for Buckinghamshire highlighting that a consultation had taken place in late 2013 about the changes to the timetable. The bus route operates a one way loop around Little Chalfont and the issue of reversing the route would be problematic for safety reasons when turning and also new bus stops would be required.
- 27. Statters Field:** At the Council meeting held in April, two residents asked for the Parish Council's assistance in applying for a right of way in Statters Field. An issue was raised about the ownership of the land which needed to be investigated. Cllr Drew proposed that the Parish Council support the residents who would organise the application and collect the necessary evidence. Cllr Parker seconded this proposal.
- 28. Community Buildings Working Party:** It was reported that the Parish Council was still awaiting a written response following the pre-planning application meeting held with Chiltern District Council. A number of issues were raised at the meeting including the size and location of the proposed building. Following this meeting, the architects were consulting again with arbo-culturalists about some of the issues raised. A discussion also took place about the positioning of the hall in a designated green belt area.
- 29. LAF funding:** It was reported that the Parish Council were still waiting for information from Transport for Buckinghamshire about the location of services in Nightingales Corner. Once these details have been received the Parish Council would be able to move forward with plans to improve the area with the LAF funding initially granted in 2014/15.
- 30. Contract for Westwood Park Football Club Timber Storage Shed:** Following the decision made at the Council meeting on 11 March 2015 that after five years the lease for the timber storage shed would be subject to renewal on a one year rolling basis, Westwood Park Football Club had asked for a clause in the lease offering compensation should the lease be terminated. After a discussion, it was agreed that the football club would be offered a lease of seven years in the first instance, followed by the one year rolling contract. There would be no compensation clause added. The Clerk would inform the football club of the Parish Council's offer.
- 31. Nature Park – Planning Permission:** It was reported that the planning permission required for the Nature Park was still being worked on. Cllr Drew highlighted that the Nature Park Action Group were applying for funding from the Aviva Community Fund which required votes to be placed online in support of the project. He encouraged everyone to take part in this.
- 32. Reports and Notifications:**
- i) **Footway Maintenance Works: Oakington Avenue, Little Chalfont;**
 - ii) **The Buckinghamshire County Council (Various Roads, Various Parishes) (Chiltern District Area) (Revocation) Order, 2015 (14 April 2015);**
 - iii) **Chiltern Events 2015 - Special Events - Temporary road closures and no waiting restrictions (24 April 2015).**
- All reports and notifications were noted.
- 33. Any Other Business:** None.
- 34. Date of Next Meeting:** Wednesday 10 June 2015 in the Village Hall at 7.30pm.

Signed.....

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