

Minutes of Little Chalfont Parish Council Eleventh Annual Meeting

Held on Wednesday 10 May 2017 at 7.30pm

In the Village Hall, Cokes Lane, Little Chalfont

Present: Cllr B Drew; Cllr I Griffiths; Cllr C Ingham; Cllr M Parker; Cllr V Patel; Cllr D Rafferty; Cllr G Roberts; Cllr J Walford.

Apologies for absence: Cllr M Davis; Cllr C Jackson.

In attendance: Mrs N Meldrum (Clerk).

- 1. To elect a Chairman of the council for the council year 2017/18:** Cllr Roberts asked if any other councillors wished to stand as chairman. No councillors reported they wished to stand for election. Cllr Parker proposed that Cllr Roberts be elected as chairman. This was seconded by Cllr Walford. This was agreed unanimously.
- 2. To elect a Vice-Chairman of the council for the council year 2017/18:** Cllr Roberts asked all councillors if they wished to nominate any councillor for the role of Vice-Chairman. Cllr Roberts proposed that Cllr Griffiths be elected as Vice-Chairman and this was seconded by Cllr Parker. This was agreed unanimously.
- 3. To elect a Chairman of the planning committee for the council year 2017/18:** Cllr Roberts asked all councillors if they wished to nominate a councillor for the role of Chairman of the Planning Committee. Cllr Roberts proposed that Cllr Parker be appointed as Chairman of the Planning Committee. This was seconded by Cllr Walford and was agreed unanimously.
- 4. To elect a Vice-Chairman of the planning committee for the council year 2017/18:** Cllr Roberts asked all councillors if they wished to nominate a councillor for the role of Vice-Chairman of the Planning Committee. Cllr Roberts proposed that Cllr Rafferty be appointed as Vice-Chairman of the Planning Committee. This was seconded by Cllr Griffiths. (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 Davis was permitted to sign her declaration of acceptance either before or at the next council meeting.
- 6. To propose and agree membership of sub-committees:**
 - a. Establishment Committee:** Cllr Roberts explained the purpose of the Establishment Committee was to discuss staffing issues such as salary reviews, contract terms and conditions and, in the event of a change of staff, participation in the interview process. Currently the Chairman, Vice-Chairman and Planning Committee Chairman were members of the committee. Other councillors were asked if they would like to participate in this group. Cllr Rafferty proposed that the Chairman, Vice-Chairman and Chairman of the Planning Committee should continue. This was seconded by Cllr Drew. It was agreed unanimously.
- 7. To propose and agree membership of working parties :**
 - a. Westwood Park Working Party:** Cllr Griffiths and Cllr Rafferty were proposed by Cllr Roberts and seconded by Cllr Drew.

- b. *Community Buildings Working Party*: Cllr Drew, Cllr Roberts and Cllr Walford. This was proposed by Cllr Parker and seconded by Cllr Ingham.
 - c. *Village Hall Working Party*: Cllr Davis, Cllr Rafferty. This was proposed by Cllr Roberts and seconded by Cllr Patel.
 - d. *Nature Park Management Group*: Cllr Roberts, Cllr Walford. This was proposed by Cllr Parker and seconded by Cllr Griffiths.
 - e. *Co-ordination Group*: Cllr Ingham, Cllr Parker. This was proposed by Cllr Roberts and seconded by Cllr Rafferty.
 - f. *War Memorial and Remembrance Parade Working Party*: Cllr Rafferty. All appointments were unanimously agreed.
- 8. To propose and agree representation on outside bodies:**
- a. *GE Healthcare Liaison Group*: Cllr Patel. This was proposed by Cllr Roberts and seconded by Cllr Ingham.
 - b. *Little Chalfont Community Library*: Cllr Griffiths. This was proposed by Cllr Roberts and seconded by Cllr Walford.
 - c. *Little Chalfont Community Association Liaison*: Cllr Parker. This was proposed by Cllr Roberts and seconded by Cllr Walford.
 - d. *Local Area Forum*: Cllr Roberts. This was proposed by Cllr Drew and seconded by Cllr Walford.
 - e. *Chiltern and South Bucks Community Partnership*: Cllr Patel. This was proposed by Cllr Roberts and seconded by Cllr Parker. All of these appointments were agreed unanimously.
- 9. Report on the Council Year 2016/17.** (this was reported as item 18 in the meeting). This report had been previously circulated. Cllr Ingham highlighted two small changes. Councillors were invited to review the document and give any comments prior to the parish meeting next week.
- 10. Appointment of Auditors 2017/18:** (this was reported as item 19 in the meeting). It was agreed to appoint Ernest Newhouse as the Council's Internal Auditor. It was noted that the parish council had been notified by BALC that the external auditors for 2017/18 would be PJK Littlejohn. Both appointments were agreed unanimously.
- 11. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes).** N/A
- 12. To receive and approve the minutes of the meeting and the confidential minutes of the meeting held on 12 April.** The minutes were approved as a correct record of the meetings and were signed by the Chairman.
- 13. Declaration of Interest:** None.
- 14. Approval by Chairman of items for Any Other Business:** a) LCPC website; b) Litterpicking; c) Aeroplanes; d) Councillors.
- 15. Chairman's Report:** Cllr Roberts highlighted the main items included in her report. It was noted that Sue Shave was leaving the Chiltern Open Air Museum.
- 16. Clerk's Report:** The Clerk referred to the section of the report concerning the Chubb contract which had been inadvertently terminated by Chubb. A decision was required on this matter to avert any insurance issues. It was agreed that if there was an opportunity to suspend the contract then the five year contract would be suitable. The Clerk also reported that information was awaited from SWARCO about the possibility of replacing the existing

MVAS. It was agreed that the MVAS should be taken down at present until it is fixed or replaced. It was noted that Bucks County Council were aware of the issue with the VAS on Elizabeth Avenue.

17. To receive reports, as appropriate, from members of outside bodies and working parties:

a) Nature Park management group: Cllr Roberts reported that the slide was due to be installed the next day.

b) Westwood Park working party: Cllr Griffiths reported that the security systems and sensor lighting were being installed week commencing 15 May. A letter would be delivered to local residents to inform them. It was reported that the bins, new balance logs and improved playground surfaces had been installed in the playground and the new parking sign would be in place shortly. Cllr Griffiths reported that Den Reed had resigned from the working party. He asked if it was possible to co-opt a local resident onto the committee. This was agreed and Cllr Griffiths will contact the resident. The issue about the insurance of the Westwood Park Football Club storage shed would be discussed by the football club committee. Cllr Drew reported that a business was advertising on Next Door offering a fitness boot camp at Westwood Park. It was noted that if a business was operating, the parish council would require sight of all the necessary insurances. Cllr Drew suggested that a small charge should be requested in lieu of wear and tear of the sports ground. Amersham Town Council also request a fee and documentation for these type of services. It was agreed that confirmation would be sought about the arrangements Amersham Town Council have in place and contact the business owner accordingly. It was noted there was a buggy fitness session at Westwood Park run by Active Bucks but this would not be eligible for a charge as a non-profit organisation.

c) Chiltern and South Bucks Community Partnership: Cllr Patel reported he had attended the recent event discussing the economic strategy and how it would affect businesses in Buckinghamshire. There was also a session on dementia and information on how to set up a Good Neighbours scheme.

d) Community Buildings working party: Cllr Drew reported that the consultation on 19-21 May was in preparation and he was preparing a number of information sheets about the project. The architects were also producing some display boards. It was reported that Chiltern District Council would require some additional information before considering the transfer of land between the village hall and the Snells Wood car park. Evidence of public support was required, a financial plan to build the hall would be necessary and a scheme that was satisfactory to the planners. The architects were hoping to send revised plans to Chiltern District Council shortly. Cllr Ingham asked about the issue of greenbelt with relation to the site. It was not expected that a decision on the greenbelt would be made until next year so an application would be submitted on the current basis with supporting information.

e) LCCA. The response to the Housing White Paper consultation was agreed.

f) Co-ordination Group: Cllr Ingham reported that a meeting with Cheryl Gillan MP had been scheduled for 25 May to discuss the Local Plan issues. Colleagues from Amersham and Chesham would also be involved in the meeting.

18. Financial Issues: (i) List of payments and cheques to be signed. The payments to be made had been previously circulated. There were no questions and the schedule was signed by the Chairman. **(ii) Permission to purchase tennis machines.** The Clerk reported that the company which had been selected to provide the tennis machines for Westwood Park would

only accept payment in advance. This was the case for all of three companies who had been contacted for quotations. It was agreed that the Clerks could purchase the tennis machines on this basis at the previously agreed costs. Cllr Griffiths asked about signage for the machines. It had previously been agreed that players would be charged £3 per hour for tennis. Cllr Griffiths also highlighted the change in £1 coins and it was agreed to doublecheck the machines accepted both type of coins.

19. **Parish Meeting – Wednesday 17 May 2017:** Cllr Roberts confirmed the two speakers for the event were Superintendent Yvette Hitch and Hannah Huntly from GE. Councillors were reminded to wear their official badges. Refreshments were available from 7pm and the meeting would commence at 7.30pm.
20. **Review of risk assessment, financial regulations and standing orders (circulated 4 May 2017):** All of these papers had been previously circulated and comments had been submitted by councillors. The comments received had been included within the documents. Cllr Parker will submit comments on the standing orders and the final version of all three papers will be circulated prior to the next meeting.
21. **Devolved services:** The list of roads for councillors to inspect had been circulated previously. It was queried if councillors should inspect their own roads. It was noted that in the case of planning applications councillors were not asked to view application in their own road, however in this case local roads had been selected for convenience. If any councillors had any problems inspecting the roads they should notify the Clerk. The letter to be delivered would be updated and would be available for collection at the parish meeting.
22. **Parking Survey:** Cllr Parker reported that all of the implementation had now been completed. The item could be removed from the agenda.
23. **LAF funding:** The Clerk had previously reported that a reply had been received from Bucks County Council following the suggestions submitted for LAF funding after discussion at the last meeting. The parish council had suggested a further MVAS. The council were asked if they would be prepared to pay half of the cost of an MVAS. The current cost for a unit with spare battery is £2,459. It was proposed by Cllr Drew that the parish council should go ahead with this. This was seconded by Cllr Parker. The other items suggested for LAF funding were transportation issues and would need to be submitted in a bid for 2018/19. Cllr Parker asked if there was still any additional funding and what the criteria would be for suggestions. The Clerk will investigate.
24. **Chiltern Public Spaces Protection Order requests:** Information about the orders had been previously circulated. Cllr Ingham suggested the Nature Park should be included and Cllr Roberts suggested that Westwood Park should also be listed. There was evidence of antisocial behaviour at both sites, in particular Westwood Park. It was agreed that both sites would be submitted as a proposition to have a protection order.
25. **Bucks County Council unitary engagement sessions for town and parish councils:** It was noted that the parish council had written to the Secretary of State Sajid Javed about the unitary issues. As previously agreed, the council would engage in discussions once the decision had been made.
26. **Reports and Notifications: (i) Chalfont St Giles Neighbourhood Plan.** Noted.
27. **Any Other Business: (i) Website.** Cllr Drew reported that he was pleased with the look of the new design of the parish council website. However, he felt that more information should be included on the site to encourage residents to read about events going on. While

he liked the picture on the home page, Cllr Drew suggested that it could be reduced and latest news could be given a higher precedence. **(ii) Litterpicking.** Cllr Roberts reported the Assistant Clerk had written to a number of individuals and also groups who had participated in the 'Clean for the Queen' event last year. A few responses had been received, although no groups or schools had contacted the parish office as yet. Cllr Roberts also mentioned she had asked for a volunteer to co-ordinate the event but no one had responded so far. **(iii) Aeroplanes.** Cllr Parker noted the increase in low flying aeroplanes in the area recently. He reported a resident had been investigating the procedure regarding low flying aircraft and would ask that the information is forwarded to the Clerk. This issue had arisen some years ago and correspondence existed with regard to this issue. **(iv) Councillors.** Cllr Roberts reported that she had written to Cllrs Bray and Rouse regarding her previous letter and their opinion on option 6 in the draft Local Plan which is based in their ward. Cllr Bray had contacted the parish office with his apologies for the parish meeting. It was suggested that a final letter would be sent in due course if no response is received before the issue is taken forward. Advice would also be sought from Cllr Martin.

28. To consider a resolution 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.

32. Date of Next Meeting: Wednesday 14th June 2017 in the village hall at approximately 8.15pm. This meeting will follow a planning meeting which will commence at 7.30pm.