

Minutes of Little Chalfont Parish Council Twelfth Annual Meeting

Held on Wednesday 9 May 2018 at 8pm (following a planning committee meeting)

In the Village Hall, Cokes Lane, Little Chalfont

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

Members of the public: Cllr C Jackson.

Apologies for absence: None.

In attendance: Mrs N Meldrum (Clerk).

1. **To elect a Chairman of the council for the council year 2018/19:** Cllr Griffiths asked if any other councillors wished to stand as chairman. No councillors reported they wished to stand for election. Cllr Drew proposed that Cllr Griffiths 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 2018/19:** Cllr Griffiths asked all councillors if they wished to nominate a councillor for the role of Vice-Chairman. Cllr Griffiths proposed that Cllr Crowe be elected as Vice-Chairman and this was seconded by Cllr Walford. This was agreed unanimously.
3. **To elect a Chairman of the planning committee for the council year 2018/19:** Cllr Griffiths asked all councillors if they wished to nominate a councillor for the role of Chairman of the Planning Committee. Cllr Griffiths proposed that Cllr Parker be appointed as Chairman of the Planning Committee. This was seconded by Cllr Rafferty and was agreed unanimously.
4. **To elect a Vice-Chairman of the planning committee for the council year 2018/19:** Cllr Griffiths asked all councillors if they wished to nominate a councillor for the role of Vice-Chairman of the Planning Committee. Cllr Crowe proposed that Cllr Rafferty be appointed as Vice-Chairman of the Planning Committee. This was seconded by Cllr Alexander. Cllr Drew asked if all councillors should still be members of the planning committee and suggested if a committee of six which would rotate annually could work. Cllr Parker expressed reservations about the reduction in numbers due to the workload when there is a high volume of planning applications. It was agreed that all councillors would continue to be part of the planning committee as this was an effective way of dealing with planning applications and remaining active in the development of planning knowledge. Cllr Walford also asked if the parish council meetings and planning committee meetings could be combined. However, the date of the planning meetings is determined by the schedule of planning committee meetings at Chiltern District Council and which is currently moving to a four weekly schedule.
5. **Declaration and delivery of acceptance of office:** All Councillors signed a declaration and acceptance of office which was witnessed by the Clerk.
6. **To propose and agree membership of sub-committees:**
 - a. **Establishment Committee:** Cllr Griffiths 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 Alexander proposed that the Chairman, Vice-Chairman and Chairman of the Planning Committee should continue. This was seconded by Cllr Rafferty. It was agreed unanimously.

7. To propose and agree membership of working parties :

- a. *Westwood Park Working Party*: Cllr Griffiths announced his intention to stand down from this working party. Cllr Crowe and Cllr Rafferty were proposed by Cllr Parker and seconded by Cllr Drew.
- b. *Community Buildings Working Party*: Cllr Drew, Cllr Griffiths and Cllr Walford. This was proposed by Cllr Parker and seconded by Cllr Alexander.
- c. *Village Hall Working Party*: Cllr Rafferty and Cllr Alexander. This was proposed by Cllr Drew and seconded by Cllr Patel.
- d. *Nature Park Management Group*: Cllr Walford and Cllr Crowe. This was proposed by Cllr Parker and seconded by Cllr Drew.
- e. *Co-ordination Group*: Cllr Ingham, Cllr Parker. This was proposed by Cllr Drew and seconded by Cllr Patel.
- f. *War Memorial and Remembrance Parade Working Party*: Cllr Rafferty. This was proposed by Cllr Alexander and seconded by Cllr Crowe. 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 Drew and seconded by Cllr Walford.
- b. *Little Chalfont Community Library*: Cllr Griffiths. This was proposed by Cllr Alexander and seconded by Cllr Drew.
- c. *Little Chalfont Community Association Liaison*: Cllr Parker. This was proposed by Cllr Walford and seconded by Cllr Ingham.
- d. *Local Area Forum*: Cllr Griffiths. This was proposed by Cllr Alexander and seconded by Cllr Drew.
- e. *Chiltern and South Bucks Community Partnership*: Cllr Patel. This was proposed by Cllr Alexander and seconded by Cllr Drew.
- f. *Street Associations*. Cllr Crowe and Cllr Alexander. This was proposed by Cllr Drew and seconded by Cllr Rafferty. All of these appointments were agreed unanimously.

9. Report on the Council Year 2017/18. This report had been previously circulated. It was agreed as a good representation of events over the past year and was approved.

10. Appointment of Auditors 2018/19: It was agreed to appoint Ernest Newhouse as the Council's Internal Auditor. The external auditors were PJK Littlejohn as notified by BALC. Both appointments were agreed unanimously.

11. Apologies for absence and to accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes).None.

12. To receive and approve the minutes of the meeting and the confidential minutes of the meeting held on 13 April. It was confirmed that the comments made by Cllr Ingham had been incorporated. 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) Local Plan; b) Parish Council newsletter; c) Metropolitan line; d) Hanging baskets.
- 15. Chairman's Report:** Cllr Griffiths highlighted the main items included in his report. It was agreed a report would not be produced if there was no newsworthy information.
- 16. Clerk's Report:** This report had been previously circulated with most issues covering items on the agenda.
- 17. To receive reports, as appropriate, from members of outside bodies and working parties:**
- a) Nature Park management group: Cllr Walford reported that the den was currently under construction and it was planned to be completed in a week's time. ROSPA would inspect the den before it would be opened to the public. Cllr Alexander asked about the arrangements for litter collection in the park and if there were sufficient bins. Litter bins are emptied on a weekly basis and a volunteer rota has been established for litter picking in the park.
 - b) Westwood Park working party: Cllr Griffiths reported that the two new showers were being used in the pavilion. The tennis machines had also been installed and the intention was they would be fully operational prior to Wimbledon. **Action: Natasha Meldrum / Sallie Matthews.**
 - c) LCCA. Cllr Parker reported the main items discussed were GDPR, Village Day, the Good Neighbours scheme, hanging baskets and a tourism workshop. It was noted that a number of utility companies were working on the services in the new Chenies Mews but were trying to co-ordinate with local shops and residents. The change in classification of use to residential of the Pollards Wood site was also noted.
 - (d) Street associations. Cllr Alexander reported that neighbourhood watch co-ordinators would be invited to the next stage of meetings regarding the street association model.
- 18. Financial Issues: (i) List of payments and cheques to be signed.** The payments to be made had been previously circulated. Cllr Parker asked if the damage to the street lamp in Bell Lane was being pursued through insurance. The Clerk confirmed she had written to the gentleman. The schedule was signed by the Chairman.
- 19. Parish Meeting – Wednesday 18 May 2018:** Cllr Griffiths confirmed the two speakers for the event were Mr Rob Hacking, headmaster of Little Chalfont Primary School and Jake Rigg from Affinity Water. Councillors were reminded to wear their official badges. Refreshments were available from 7pm and the meeting would commence at 7.30pm. Cllr Drew agreed to take photographs of the event. Cllr Parker asked if the speaker from Affinity Water could cover what happens when large developments are proposed to be in the area. Cllr Crowe and Cllr Ingham agreed to help set up the hall for the event. Cllr Drew agreed to welcome residents to the meeting at the entrance.
- 20. Local Plan:** Cllr Ingham reported that a letter had been submitted to Chiltern District councillors regarding the proposals to PO6 and associated issues with this. An acknowledgment had been received. It was noted that Highways England had requested a review of a number of motorway junctions which will cause a delay to the next stage of the Local Plan.
- 21. Community Centre:** Cllr Drew reported that the agreed changes to the plans had been made by the architects. This covered amendments to the access to make it more visible, the internal parking arrangements and the external staircase. These changes, and the reports produced, help to answer the objections which were raised in the case officer's report. Cllr Drew proposed that these changes and reports were accepted by the parish council. This was seconded by Cllr Walford. Councillors voted unanimously to accept these changes.

- 22. Review of risk assessment, financial regulations and standing orders:** All of these papers had been previously circulated. Cllr Ingham noted that the Facebook site for the Co-ordination Group was under the umbrella of the parish council and therefore should be included in the risk assessment. The Clerk raised a disparity between the standing orders, and the financial regulations with regard to the value of tender at which additional procedures should take place. It was agreed that both documents should conform to the NALC guidance of £25,000. **Action: Natasha Meldrum.**
- 23. Parking survey:** Cllr Parker reported that parking surveys had been delivered to residents in Marygold Walk and Charsley Close. Of 46 deliveries in Marygold Walk, 6 responses had been received. In Charsley Close, 54 deliveries were made with 14 responses. Most residents who responded did not require a change to the current position. It was agreed given the responses of the residents, no further action was necessary. Cllr Parker reported he was trying to find information about the next stage in the process of the wider consultation from Bucks County Council. It was acknowledged that there were parking issues in Applefields but no suitable solution had been agreed.
- 24. Parish office update:** Cllr Griffiths reported that following the small fire in the parish office progress had been made with the deep clean of the office, replacement of goods, and connection of IT systems in liaison with the insurance company. All the necessary checks have been undertaken or were planned for the near future. An appointment had also been scheduled with the fire safety officer. It was suggested that GE Healthcare may be able to help with the loan of monitors in the interim period. Cllr Patel also offered his assistance. It was also agreed to investigate different measures such as a camera which could be viewed remotely inside the office.
- 25. Village Day:** It was confirmed that the parish council stall would be located on the village green. Cllr Alexander had kindly donated his gazebo for the occasion and the parish council would share with the farmers market. Cllrs Crowe, Parker, Alexander and Griffiths offered to help with the setup. Cllrs Drew, Ingham, Walford, Alexander and Crowe offered to help on at the event.
- 26. Unitary authority:** Cllr Griffiths reported that following further information from the district and the county council, it had been raised again if the parish council should express a viewpoint on this issue. Each councillor had the opportunity to state their views on the matter. The majority of councillors felt it was important to remain neutral.
- 27. Proposal for replacement of fuseboard.** The different options available to the parish council were set out in the Clerk's report. It was agreed that option 1 involving the RCD should be implemented. The Clerk will arrange for this to be undertaken. **Action: Natasha Meldrum.**
- 28. GDPR:** The Clerk confirmed that work was underway with regard to this issue. The privacy notices would be updated and circulated to councillors. The mapping exercise of council data was also taking place. **Action: Natasha Meldrum.**
- 29. Reports and notifications:** All of the reports were noted.
- 30. Any Other Business: (i) Local Plan.** Cllr Ingham reported that district councillors would be invited to walk the site of PO6 with the Co-ordination Group to view the issues with the proposal. Cllr Ingham also reported that a volunteer was required to maintain the Save Little Chalfont website. **(ii) Parish Council newsletter.** Cllr Griffiths reported his thanks to Cllr Walford for all her hard work in producing the latest edition of the parish council newsletter.

c) Metropolitan line. Cllr Rafferty reported that changes were proposed to the Watford line however plans had been halted by the Mayor of London. d) Hanging baskets. The Clerk reported that a proposal had been received from the LCCA regarding additional hanging baskets in the village. The proposal was for four extra baskets which would be shared between the two organisations. The cost to the parish council would be £52.80 which are set up costs and an additional annual charge of £117.50. Cllr Drew proposed that this should be accepted. This was seconded by Cllr Parker and unanimously agreed.

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.

30. Date of Next Meeting: Wednesday 13th June 2018 in the village hall at approximately 7.30pm.