

**Minutes of a Little Chalfont Parish Council meeting
Held in the Village Hall, Cokes Lane, Little Chalfont
Wednesday 9 October 2019 at 7.30pm**

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

In attendance: Mrs N Meldrum (Parish Clerk)

1. **Apologies for absence:** Cllr C Ingham County Councillor M Tett also apologised.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes):** Not applicable.
3. **To receive and approve the minutes and the confidential minutes of the Parish Council meeting held on 11 September 2019:** The minutes had been previously circulated. These were accepted and were approved. The Chairman signed the minutes as a correct record of the meeting.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of items for any other business:** (i) Street lighting conversion update; (ii) Postbox on Elizabeth Avenue; (iii) Temporary bus timetables.
6. **Chairman's Report:** The report had been previously circulated. It was noted that the car park at GE Healthcare was not at full capacity at the weekend, with traffic problems still occurring in Chenies Parade. It was suggested that there should be more advertising for this service. Cllr Parker reiterated his idea to improve the signage advertising the one hour free car parking in the Snells Wood car park.
7. **Clerk's Report:** The report had been previously circulated. The Clerk highlighted the water leak at Westwood Park and progress with the plumber and Affinity Water to resolve the problem. Cllr Parker noted a large water leak had occurred in Burtons Lane recently.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) Westwood Park. All Westwood Park issues will be discussed on other items in the meeting. (ii) LCCA. Cllr Parker reported that papers for the Chiltern District Council cabinet meeting recommended £26,000 for the Nature Park paths project from the large Project Fund. The final amount would be agreed at the CDC meeting. (iii) Nature Park. Cllr Walford reported that work was ongoing with potential contractors regarding the path particularly regarding the weight bearing capabilities of the path. The edging of the path was likely to be aluminium. The CCTV camera was currently being tested.
9. **Financial matters:** (i) List of payments and cheques to be signed. This had been circulated. The list was agreed and signed. (ii) Income and Expenditure report. This report had been circulated. Cllr Parker asked for clarification about the expenditure figures for street lighting energy and maintenance. The Clerk explained that at the time of budget preparation, figures had been included to anticipate the transfer to LED lighting. It was now expected the conversion to begin in April 2020 and for the energy saving to commence from then on. (iii) LCPC bank accounts: Information about the Santander offer and other options for new bank accounts had been circulated. There was a discussion about the merits of the different choices. It was agreed that a Tridos 90 day account would be opened. Funding from Santander would be transferred and amounts would be transferred from the HSBC and the Scottish Widows account in order to keep all accounts with the £85,000 limit of the Financial Services Compensation Scheme. (iv) External audit 2018-19. The Clerk confirmed that this had been completed satisfactorily. Cllr Parker confirmed that the Review of the internal audit had also been completed.
10. **Parish council newsletter:** There was a discussion about an appropriate topic for the front page. The top priority would be the community centre if the appeal process had been completed. Other possibilities were the new community hubs with a possible interview with Cllr Tett or an article to

advertise for new councillors next May. Cllr Walford will discuss with Mr Funk of the LCCA an article on Visit Bucks. Cllr Drew reported that the Good Neighbours group were attempting to gain funding for further advertising in the village to encourage roads without a Neighbourhood Watch to take part. Cllr Drew asked for the costs of a double sided article to be placed as a leaflet within the newsletter.

- 11. Remembrance Sunday parade and ceremony:** Cllr Griffiths reported that the parish council had just been alerted to the requirement to arrange a band for the event. Cllr Crowe confirmed that he was content to help with the sound system for the service. He requested permission for the purchase of speaker stands to improve audibility during the service at a cost of around £18 each. Cllr Griffiths and Cllr Crowe volunteered to help set up for the band.
- 12. Budget 2020-21:** Cllr Griffiths reported that Melanie Davis had agreed to help with the budget setting exercise. Councillors were asked to consider potential projects to be undertaken in 2020-21. Cllr Crowe raised the drainage problem at Westwood Park. Cllr Alexander noted the need to improve the overgrown verges in the village, together with increasing the amount of available litter bins. Cllr Drew suggested that councillors look at their allocated section of the village to see any problems with for example, signage, vegetation and lining which needed attention. This would help costing with the budget process. The Clerk will circulate the list of allocated roads. Cllrs Alexander, Drew and Griffiths will review the village centre. It was noted it would be useful to have photographic evidence. The Clerk noted that the quote was expected from Amersham Town Council regarding the highest priority work on the verges in the village. A second stage of the computer project was also noted as a possibility.
- 13. Parking:** Cllr Griffiths updated councillors about the proposal for Elizabeth Avenue. A detailed quote was awaited but it was anticipated it would be in the region of £12,000. There was a full discussion on this proposal. It was viewed as a priority as a safety issue which was exacerbated by being a bus route and also a designated route for high sided vehicles. It was agreed that an informal consultation would be discussed with Transport for Bucks and would cover relevant roads in the vicinity. Options will cover single and double yellow lines and retaining the status quo. An agreement should also be made about the assumption to be made if people do not reply. Cllr Crowe raised an issue of safety in Bell Lane on the brow of the bridge. There are difficulties for pedestrians, visibility issues for drivers and also lorries. It was noted that there could be economies of scale with potential schemes in Elizabeth Avenue and Bell Lane. The Clerk will contact Transport for Bucks to review the work on visual splays conducted previously. A letter will also be sent to businesses in the Saw Mill Estate to encourage them to use designated parking. It was noted that there were still other areas in the village where residents had raised issues on parking.
- 14. Devolution contract:** Some preliminary figures had been received to support the decision for the parish council to continue with the devolved services agreement with the Buckinghamshire Council. The Clerk will confirm with Bucks County Council. Quotes will be requested from several contractors for a further two years.
- 15. Westwood Park portable toilets:** A proposal to retain one portable toilet over the winter months, in addition to two toilets in the summer had been circulated. Positive feedback had been received and it was noted that an additional toilet over the winter would be useful for the younger footballers in addition to park users. It was agreed that the toilets were a beneficial inclusion to the park and could be extended over the winter months.
- 16. Westwood Park goal posts:** A request from Westwood Park Football Club had been received to purchase three football posts for the park. These would be gifted to parish council who would then take on responsibility for insurance, maintenance and risk assessment. A requirement from the parish council would be to remove the posts out of the football season. Storage of the posts was noted to be an issue. A discussion would take place with the football club regarding this issue.

17. Reports and Notifications. All reports listed were noted.

18. Any Other Business (i) Street light conversion to LED. Cllr Griffiths reported that a tender exercise was underway. A new method had been highlighted as a result of this exercise which needed to be explored further. It was expected that an additional tender exercise would be required. (ii) Postbox on Elizabeth Avenue. Cllr Drew asked for a progress report on the postbox. Cllr Griffiths had been informed that the tape had been expected to be removed in the last week so hoped that this would be imminent. (iii) Temporary bus timetables. Cllr Drew highlighted that temporary bus timetables had been in place for Amersham Heritage Day. He asked to Clerk to contact Amersham Town Council to arrange their removal.

19. Date of Next Meeting: Wednesday 13 November in the village hall at 7.30pm.

Signed..... Date.....