

**Minutes of a Little Chalfont Parish Council meeting
Held in the Village Hall, Cokes Lane, Little Chalfont
Wednesday 12 June 2019 at 7.45pm
(following a planning committee meeting which commenced at 7pm)**

Present: Cllr D Alexander; Cllr M Crowe (Chairman); Cllr B Drew; Cllr C Ingham; Cllr M Parker; Cllr V Patel; Cllr J Walford.

Members of the public: Mr T Green.

In attendance: Mrs N Meldrum (Parish Clerk).

- 1. Apologies for absence:** Cllr I Griffiths; Cllr D Rafferty.
- 2. To receive and approve the minutes and the confidential minutes of the Parish Council meeting held on 8 May 2019:** The draft minutes had been circulated. There were no comments. The minutes were approved and were signed by the Chairman as a correct record of the meeting.
- 3. Declarations of Interest:** None.
- 4. Approval by Chairman of items for any other business:** (i) Landscape and Visual Impact Assessment; (ii) Unitary authority workshop (iii) Parking in Bell Lane; (iv) Parking in Station Approach.
- 5. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes):** Not applicable.
- 6. Clerk's Report.** The report had been previously circulated. There was a discussion about the survey of overgrown hedges and vegetation in the village. The Clerk reported that the footpaths in the village had also been assessed and Amersham Town Council were attending to the work. Cllr Walford highlighted the footway adjacent to the junction of Cokes Lane and Nightingales Lane. The Clerk will ensure this is looked at.
- 7. To receive reports, as appropriate, from members of outside bodies and working parties.** (i) Community Buildings. Cllr Drew reported the details of the planning inspector had been received, together with a schedule for people to respond. Comments of support and objection can be submitted. Cllr Walford suggested that this information could be included in the LCCA newsletter and other local publications. (ii) Nature Park. Cllr Walford reported that she had suggested an idea to install a path up to the picnic area in the first instance which would enable ease of access. She reported that other materials for the surface of the path were being investigated, as were different options of funding. Cllr Walford also reported that vandalism had taken place in the Nature Park over the weekend and the Bug Hotel had been destroyed. Thames Valley Police had been notified and additional patrols would take place in the area. It was noted that vandalism had also taken place adjacent to the village hall and in Westwood Drive recently. The issue of security in the Nature Park was raised. It was agreed to revisit the ideas and costs previously explored, including the option of adhoc mobile patrols. Cllr Alexander asked about the insurance of items in the park such as the benches. (iii) Westwood Park. Cllr Crowe reported that following the success of the temporary toilets at the park in the Easter holidays, the toilets would be returning in July for the duration of the school summer holidays. (iv) LCCA. Cllr Parker reported the key issues for discussion were Village Day, a possible grant from Chiltern District Council in relation to

the previously mentioned paths in the Nature Park and the LCCA objection to the proposed recycling centre in the Snells Wood car park.

- 8. Report on the Accounts 2018/19:** This report had been previously circulated. There were no further comments.
- 9. Internal Audit Report 2018/19:** (i) The annual visit from the internal auditor had taken place and the report had been circulated. The auditor had not raised any issues. Cllr Drew thanked the Clerk for the work in preparing for the audit. (ii) The internal review of internal control was due to be undertaken. Cllr Parker agreed to undertake this task.
- 10. External Audit Report 2018/19:** The papers regarding the annual return had been previously circulated to councillors. There were no comments on the papers. The annual governance statement (part 1) was agreed and signed by the Chairman and the Clerk. **(ii) Annual Return (part 2).** The figures had been previously circulated to councillors. There were no comments. Part 2 of the Annual Return was agreed and was signed by the Chairman and the Clerk. **(iii) Notice of the appointment of the date of the exercise of public rights.** The announcement would take place on 14 June 2019 and the period during which interested persons may inspect the accounts runs from 17 June 2019 until 26 July 2019.
- 11. Financial matters:** (i) **List of payments to be signed.** The payments had been previously circulated. There were no comments. (ii) **Schedule of s137 payments 2018/19:** The schedule had been circulated to councillors previously. There were no comments. (iii) **Reserves.** The Clerk reported that the year end transfers which had been agreed at a previous parish council meeting had been made.
- 12. Grants:** The donation of £100 to the LCCA for their assistance in delivering the parish council newsletter was approved. It was reported that there was likely to be a request for sharing the cost of the leaflets produced and delivered for the Local Plan information.
- 13. Update on Local Plan:** Update on Local Plan: Cllr Ingham reported that the consultation period on the draft Local Plan had begun. It was noted that the co-ordination group were planning to comment only on the section of the consultation relating to the Local Plan. A strong objection would be submitted to Policy SP BP6, the proposal to release for development the Green Belt site between Lodge Lane and Burtons Lane. Cllr Ingham also raised the question as to whether a response should be issued on the Community Infrastructure Levy section, and it was agreed not to do so. It was noted that public meetings for local residents on the draft Local Plan consultation were scheduled for June. It was also reported that a meeting of residents about pledging to support the fighting fund had taken place and had been well received. A leaflet about the draft Local Plan had been distributed to every household in Little Chalfont. A draft of the joint PC/LCCA consultation response was being discussed with the planning lawyer in advance of the public meetings. Cllr Ingham reported that a further leaflet would be distributed following the public meetings.
- 14. Snells Wood car park:** The parish council had been asked to discuss a proposal by Chiltern District Council to remove the recycling facilities in the Snells Wood car park. There was a full discussion. A vote was taken and the majority of councillors voted against the proposal. It was felt that the removal of the recycling facilities would take away of an amenity from local residents and it was anticipated that it would increase the prevalence of flytipping in the local area. The Clerk will notify Cllr Martin.

- 15. Village Day:** Cllr Crowe confirmed that a rota had been organised for the parish council stall at Village Day. It was asked how the parking at GE Healthcare would be advertised. Cllr Parker will seek advice from the LCCA on this. It was suggested that residents would complete a form if they would like to volunteer to help with any projects in the village, such as improving the flowerbed at Westwood Park.
- 16. Online banking:** The Clerk confirmed that this project was continuing and the appropriate forms needed signature to enable authorisation of payments.
- 17. Community Improvement Plan:** It was agreed that the Community Improvement Plan was a very good document and the LCCA should be commended for its production. It was agreed that the parish council would embrace the plan and help with its implementation as appropriate. A letter will be written to Roger Funk.
- 18. Local Area Forum funding:** Councillors had been previously notified that the process for Local Area Forum applications had changed slightly due to the change to a unitary authority. Councils were asked to submit ideas on an informal basis. Suggestions included parking schemes (including the area adjacent to Halifax House), signage for the Snells Wood car park (1 hour free parking), safety at the Burtons Lane ditch, and signage or traffic management at Chenies Parade.
- 19. GDPR:** The Clerk reported that forms were available for signature following the decision to enable email addresses to be shared within the council rather than using the blind copy option.
- 20. Reports and Notifications:** All items were noted. The Clerk highlighted to councillors to Transport for Bucks conference on 26 June. Cllr Drew noted that signs about the road closure at Nightingales Lane were not always evident. The Clerk will draw this to the attention of TfB.
- 21. Any Other Business:** (i) Landscape and Visual Impact Assessment. Following approval in principle at a recent parish council meeting, costs had been received regarding the work of the Landscape and Visual Impact Assessment in relation to the work on the draft Local Plan. It was confirmed the cost of commissioning this work would be £6,500. It was confirmed that this work could be authorised and the payment would be approved. (ii) Unitary authority workshop. Cllr Alexander gave an update following his attendance at the meeting. It was suggested that the county would be divided into either 11 or 19 sub sections. There was also a discussion about the devolution of budgets. (iii) Parking in Bell Lane. Cllr Parker noted the issues raised about problems with parking in Bell Lane, particularly on the railway bridge. If cars are parked on the pavement, the police should be called. The NSL number could be called if cars are parked on the yellow line. Cllr Parker confirmed that previously TfB had investigated the area and were satisfied with the lines of vision. It was agreed that notices of complaint could be forwarded to TfB. (iv) Parking in Station Approach. Station Approach. The Clerk reported that a number of complaints had been received as parking was now taking place on the verge on Station Approach. It was agreed that the stone bollards should be concreted in.
- 22.** To consider a resolution that in view of the confidential nature of business to be transacted, it is advisable, in the public interest, that public and press be excluded from the remainder of the meeting and be instructed to withdraw. (The items are confidential because they deal variously with contractual and legal matters)
- 23. Date of Next Meeting:** Wednesday 10 July in the village hall at approximately 7.45pm.

