

**Minutes of a Little Chalfont Parish Council meeting
Held in the Village Hall, Cokes Lane, Little Chalfont
Wednesday 11th March 2020 at 7.30pm**

Present: Cllr M Crowe (left during item 17); Cllr B Drew (Chairman); Cllr C Ingham; Cllr M Parker; Cllr V Patel; Cllr D Rafferty; Cllr J Walford.

Members of the public: Mr. K. Draper; Mrs R Matthews; Mr J Matthews.

In attendance: Mrs F Copp (Parish Clerk)

1. **Apologies for absence:** Cllr D Alexander; Cllr I Griffiths.
2. **To receive and approve the minutes of the meeting held on 12 February 2020:** The minutes had been previously circulated. They were accepted and were approved. The Chairman signed the minutes as a true record of the meetings.
3. **Declarations of Interest:** There were no declarations of interest.
4. **Approval by Chairman of items for any other business:** Cllr Drew wanted to item the trees being pruned on Amersham Way. This was agreed.
5. **To accept a resolution that standing orders be suspended** to allow any members of the public to speak (10 mins): No members of the public requested to speak.
6. **Chairman's report:** The report had been previously circulated. Cllr Drew noted that this has been a very busy time for our staff and thanked them for their dedication. Cllr Drew told the meeting that he has accepted an invitation to attend the CDC Chairman's reception what will be the last such occasion, on 19 March. Cllr Drew also brought to the meeting attention the timetable for the council elections and
7. **Clerk's report:** The report had been previously circulated. Most topics are as individual items on the agenda to be discussed during the meeting. Cllr Crowe confirmed that hopefully the Westwood Park water leak is mended and water reading have been taken to monitor the situation. Cllr Drew thanked Cllr Crowe for all his time and work on this.
8. **To receive reports, as appropriate, from members of outside bodies and working parties.** Cllr Parker updated the meeting with regards to Miss Upton's wish for help with funding a beehive and reported that the LCCA are keen to help her with regards to her holding a stall at the village day. Cllr Rafferty updated the council re the Village Hall meeting and wanted confirmation that the new hire costs had been agreed. It was confirmed that the costs had been agreed in the parish council meeting in December 2019.
9. **Financial matters:** (a) List of payments to be approved had been previously circulated and was approved and signed; (ii) Income and Expenditure Report had been previously circulated. Cllr Drew asked about the cost associated with the Westwood Park project figures and the clerk confirmed that these additional costs were for the fire alarm system that has just been installed. Cllr Parker asked is the reserves would be transferred across at the end of the financial year and the clerk confirmed this.
10. **Parking:** Cllr Parker sent out for parish council approval a consultation document. With regards to the double yellow lines opposite the shops in Elizabeth Avenue TFB have put in their proposals for these to be continuous and not broken. A discussion was had over the document and the timing of the parking restrictions etc. These are likely to be 10am -11am not 11am – 12 noon so as to help the wardens to be able to cover the area in the allocated time slots. It was agreed that the parish council would proceed with the Elizabeth Avenue consultation. It was noted that Cllr Griffiths had before the meeting

offered to help with the distribution on the consultation papers. Bell Lane parking issues were discussed. It was agreed that the parish council would contact TFB re the yellow lines in Bell lane into the industrial estate as these seem too short and should be continued, There was further discussion with regards to pavement parking and the problems this causes. Cllr Walford will explore this further with the police.

- 11. Cokes Lane/Nightingales Lane Implementation.** Discussion was held over the feasibility study for this area and the proposals. It was decided to research further the details of the feasibility study to see if all or part of it can be implemented and how much flexibility there is with the proposals. Costs also need to be looked at and again more information is needed before a budget for this work can be determined if it is felt any of the proposals should potentially be implemented. The vegetation in this area needs further clearance and this will be looked into. It was agreed that the feasibility study would be put on again as an agenda item for the next Parish Council meeting.
- 12. Parish Meeting 2020:** The Parish Meeting will be held on 29th April 2020. Discussion was held with regard to this taking place due to the Coronavirus. It was agreed that the situation would be monitored closely and that at present the meeting would still be scheduled. The meeting should be held by 1st June and 7 days' notice needs to be given for the meeting. The serving of alcohol was discussed if it could be offered before the meeting and the clerk will ask for confirmation if this is permissible. If it can then we will follow the normal format for this meeting.
- 13. Parish Council Newsletter:** Cllr Walford showed a draft cover and all is progressing well. She requested that all articles being submitted should be with her shortly as per the schedule.
- 14. Street Lights:** Cllr Drew updated the parish council that Sparkx have agreed to carry on with the existing contract as stands on a monthly basis until the LED conversion can be underway and the new contract put in place. The councillors wished to thank Sparkx for this flexibility with the on-going contract and their gratitude was noted.
- 15. Salix Loan:** Cllr Drew updated the parish council that the Salix Loan has been approved for the LED lighting conversion and a payment schedule is in place subject to MHCLG approval.
- 16. MHCLG application:** The Council agreed that the application to MHCLG, for approval of the grant, should now be submitted. An article will be placed in the forthcoming newsletter to inform residents and give an opportunity for comments.
- 17. Insurance:** The 3 competitive insurance quotes that had been obtained following the meeting with the insurance consultant had been distributed previously to the councillors. It was discussed that the Hiscox insurance policy offered good value for money and cover (with additional items now being put on to the policy). The 3 year optional also seemed to be sensible as this also reduced the costs. Cllr Parker proposed implementing the Hiscox policy and costs and Cllr Crowe seconded the proposal. The vote taken agreed this decision. Cyber Insurance was also discussed and it was agreed that in this day and age it was sensible to take out this insurance. Cllr Drew proposed taking out the insurance plan that had been circulated and Cllr Walford seconded this proposal. The vote taken agreed this decision.
- 18. Council Elections:** Cllr Drew had covered this in his Chairman's report and would be available for existing councillors or member of the public (who would like to stand) to discuss nomination with him if anyone wished to speak with him. He also mentioned that the May parish council meeting scheduled for 13 May would need to be postponed to 20 May so that there was enough time to get the agenda out to councillors etc. after the parish council election results.
- 19. V.E. Day:** It was agreed that the union flags would be put up.

- 20. Speedwatch:** It was decided for this to be an item on the next parish council meeting agenda.
- 21. Local Plan.** Cllr Ingham reported that the organisers of Stage 1 of the Examination in Public hearings (17-26 March) had agreed to the Parish Council / Community Association's request to participate in three of the working sessions. Members of the PC / LCCA Coordination Group will attend all the other sessions as listeners.
- 22. Community Centre:** A letter of reply had been received by the parish council from Cheryl Gillam MP. The new inspector will be coming for a site visit on 17th March.
- 23. Safeguarding Policy:** This was presented as a work in progress document and would be an item on the agenda at the next parish council meeting.
- 24. Staff Safeguarding Policy:** Following on from some unpleasant phone calls taken in the parish office. It was discussed and decided that a Staff Safeguarding Policy is needed. This will be looked into and the councillors wanted to reassure staff that they would be supported.
- 25. Coronavirus Policy:** As mentioned in the clerks report a policy is being put in place and we will follow any guidance we are given.
- 26. Wildflower planting proposals:** Cllr Drew updated the parish council that 4 areas are now going to be planted. The work will proceed once the weather is better.
- 27. Update for Beel Close underpass and associated CCTV project:** This is all set to go-ahead and the LAF funding has come through. The final information required is the agreement from London Transport for the work to commence.
- 28. Procedure of meetings:** Following on from training sessions that the clerk has recently attended, it was discussed that minutes should take on a more discussion point and decision basis. This was proposed by Cllr Drew and seconded by Cllr Walford.
- 29. Reports and notifications:** (i) BALC – Election briefing note. (circulated 6 February 2020); (ii) BMKALC – NALC legal update (circulated 6 February 2020); (iii) Transport for Buckinghamshire – targeting rising number of potholes (circulated 7 February 2020); (iv) Transport for Buckinghamshire – Surface dressing update (circulated 10 February 2020); (v) Transport for Buckinghamshire – Parking Proposals Little Chalfont (circulated 17 February 2020); (vi) Positive Steps for Wildlife (circulated 17 February 2020); (vii) Buckinghamshire County Council – Combatting the effect of heavy rainfall (circulated 17 February 2020); (viii) BMKALC – Training Schedule (circulated 20 February 2020); (ix) BALC – Came & Co Local Council Election article (circulated 24 February 2020); (x) Chiltern and South Bucks – District Council nomination papers (circulated 25 February 2020); (xi) Chiltern District Council – Agenda for Cabinet 3.3.20 (circulated 25 February 2020); (xii) Chiltern District Council – Decision sheet for Cabinet 18.2.20 (circulated 25 February 2020); (xiii) BALC – Funding Alert Bright Ideas (circulated 27 February 2020); (xiv) Waste Partnership for Buckinghamshire (circulated 27 February 2020); (xv) Buckinghamshire County Council – Delivering the New Buckinghamshire Council (circulated 1 March 2020); (xvi) BALC – Elections 2020 (circulated 3 March 2020). These had been previously circulated and all were noted.
- 30. Any Other Business.** Trees in Amersham Way. Cllr Drew had received a phone call from a resident as the trees were being pruned substantially. Cllr Drew and S. Matthews went to the site to investigate. The work was instigated by Buckinghamshire County Council and not through the parish council. The trees were in need of maintenance work. The parish council will investigate the notification procedures.
- 31. Date of next meeting:** Wednesday 8 April 2020 at 7.30pm in the Village Hall, Cokes Lane, Little Chalfont.
- 32.** 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: Cllr Drew requested that attendees other than the Parish Councillors and the Clerk withdraw from the meeting. There were no attendees still present.