

**Little Chalfont Parish Council Fourteen Annual Meeting**  
**Minutes for the meeting held on Wednesday 20 May 2020 at 10am**  
**Remote Zoom meeting.**

**Present:** Cllr D Alexander; Cllr M Crowe; Cllr B Drew (Chairman); Cllr I. Griffiths Cllr C Ingham; Cllr M Parker; Cllr V Patel; Cllr D Rafferty (via phone link until item 27); Cllr J Walford.

**Members of the public:** Cllr D Bray; Cllr C Jackson; Mr R Funk.

**In attendance:** Mrs F Copp (Parish Clerk) Ms S. Matthews (Assistant Clerk)

- 1. To elect a Chairman of the council for the council year 2020/21.** Cllr B Drew was elected as Chairman. Proposed by Cllr C. Ingham, seconded by Cllr V. Patel. All councillors were in favour
- 2. To elect a Vice-Chairman of the council for the council year 2020/21.** Cllr M Crowe was elected as Vice-Chairman. Proposed by Cllr B Drew seconded by Cllr D. Alexander. All councillors were in favour.
- 3. To elect a Chairman of the planning committee for the council year 2020/21.** Cllr C. Ingham was elected Chairman of the planning committee. Proposed by Cllr B Drew seconded by Cllr I Griffiths. All councillors in favour. A vote of thanks was given to Cllr M. Parker for his excellent work as the previous Chairman.
- 4. To appoint a Vice-Chairman of the planning committee for the year 2020/21.**  
(Note – all members of Little Chalfont Parish Council are also members of the Planning Committee). Cllr D. Rafferty was elected Vice- Chairman of the planning committee. Proposed by Cllr M. Parker seconded by Cllr V. Patel. All councillors were in favour.
- 5. Declaration and delivery of acceptance of office:** Cllr B Drew signed the ' Form of Office as Chairman' in the presence of everyone via zoom.
- 6. To Propose and agree membership of sub-committees:**
  - a. Establishment Committee. It was proposed by Cllr B Drew that this committee would now be made up of 3 councillors. Cllr B Drew; Cllr. Griffith; Cllr M Crowe. Proposed by Cllr M. Parker seconded by Cllr D. Alexander
- 7. To propose and agree membership of working parties:** It was agreed that the councillor would maintain their present roles:-
  - a. Westwood Park Working Party; Cllr M Crowe and Cllr Rafferty
  - b. Community Buildings Working Party; Cllr B Drew and Cllr J Walford
  - c. Village Hall Management Working Party; Cllr D Alexander and Cllr Rafferty
  - d. Nature Park Management Group; Cllr J Walford
  - e. Co-ordination Group (joint with LCCA) Cllr C Ingham and Cllr M Parker
  - f. Remembrance Day Working Party. Cllr D Rafferty
- 8. To propose and agree representation on outside bodies:**
  - a. GE Healthcare Liaison Group; Cllr V Patel
  - b. Little Chalfont Community Library; Cllr I Griffiths
  - c. Little Chalfont Community Association Liaison; Cllr M Parker
- 9. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins).** Proposed by Cllr B Drew seconded by Cllr M Parker. Cllr D Bray told the meeting that he was now elected on to the East Group Planning Committee and is happy to help re planning issues. He is also on the Amersham community Board Group. It was agreed that Cllr D Bray would be invited to our next Zoom planning meeting. Cllr C Jackson told the meeting that he was on the new council licensing committee and that he was also on the Amersham Community Board Group if he could be of any help then for the parish council to please contact him.
- 10. To minute the previously signed minutes of the meeting and held on 11 March 2020.** It was noted that the minutes of the previous meeting o 11 March 2020 have been signed as a true record of the meeting.
- 11. Declarations of Interest.** No declarations of interest.
- 12. Approval by Chairman of items for Any Other Business.** Cllr V Patel requested to discuss the opening of the village hall with regards to Covid 19. Cllr B Drew said this would be discussed under item 23 and in AOB.
- 13. Chairman's report.** Cllr B Drew gave a summary of the state of play of all that has been happening at the Parish Council and in Little Chalfont during the lockdown due to Covid 19. He wanted to acknowledge and thank the many volunteers in the village who have been helping those who are vulnerable or less able. The Good Neighbours group and the local coronavirus Facebook group both have volunteers helping with shopping

etc. and the former also offers to arrange a friendly phone call to those who feel lonely. The local pharmacy has volunteers who deliver prescriptions, another service which is greatly appreciated by many residents.

- 14. Clerk's report.** The clerks report covered several items on the agenda. Non agenda items discussed were: - The Retreat and residents requests to help with fruit clearance during the summer due to the problems of wasps being attracted to the area. It was agreed that the Parish Council would organise with Amersham Town Council for the fruit to be collected up to 4 times during the summer if residents would put them into containers that Amersham Town Council can easily take away. Amersham Town Council would not be raking up the fruit just collecting the buckets of them. All councillors were in favour of this proposal. The clerk also informed the meeting that due to the good weather and people taking more walks in lockdown that there had been several requests for pathways to be cleared. Bedford Avenue footpath has now been done and Burtons Lane and Finch Lane should be done soon. Concerns have also been raised about serious crime, petty crime and illegal dumping in Chenies Parade. These concerns have been passed on to the police and relevant authorities.
- 15. To receive reports, as appropriate, from members of outside bodies and working parties.** It was acknowledged that information on both the local plan and community centre had been held up due to Covid 19.
- 16. Financial matters:**
  - i. Payment schedule. It was noted that April and May payment schedules had been agreed and signed off.
  - ii. March income and expenditure report was circulated prior to the meeting. The clerk informed the meeting that this would be updated with creditors, debtors etc for the end of year accounts.
  - iii. Agreement to move over reserves. It was agreed that reserves as specified in the clerk's report would be moved over at end of year and final figures would be given once the end of year accounts are finalised. These will be shown in the confidential minutes.
  - iv. End of Year accounts update. The end of year roll-over and final accounts would be generated on the 28 May 2020 and the internal audit will take place on 5 June 2020. The accounts will be circulated to councillors for the parish council for the meeting on 24 June 2020 and then sent to the external auditors. We are hoping to keep to a similar schedule as per last year and will publicise at a later date when the accounts are available to the public.
- 17. Beel Close update.** We are still waiting for sign off from Transport for London for us to be able to start this project. We are awaiting more information from them with regards to this matter.
- 18. Salix Loan update.** The loan has been approved by Salix and the funding has been reserved for the LED Street light conversion project for Little Chalfont subject to MHCLG approval.
- 19. MHCLG application update.** This application is in and we are waiting for a decision.
- 20. Business Grant application.** An application has been submitted for a possible grant due to the loss of revenue from the hire of the Village Hall and Westwood Park amenities.
- 21. Cokes Lane Feasibility Study update re siding out.** It was agreed that Amersham Town Council would be given to go-ahead to do the siding out work at the corner of Nightingales Lane and Cokes Lane at a cost of £500 + VAT. Following on from this work it would be decided if other measures would need to be discussed costed and implemented. Clerk to confirm with Buckinghamshire County Council that we can commence with the work.
- 22. Parking Survey.** Cllr M Parker has put together information for this which was circulated to councillors. Distributing of the survey has been out on hold due to Covid 19.
- 23. Update on actions relating to the coronavirus pandemic including closure of tennis courts.** Cllr B Drew explained to the meeting that various facilities had had to be closed over the last few months due to Covid 19. Play areas, Tennis courts etc. In the most part this has been well respected but in some cases people had been seen to be breaking the rules. At present due to government guidelines, LTA guidelines, social distancing, health and safety the play area, tennis courts and muga would remain closed. All councillors wished it to be acknowledged and noted that they would like to express thanks to all the volunteers in the village. The good neighbours group headed up by Helen Tyres who are doing a great job. The facebook group, the local surgery and the local pharmacy who have been very helpful to residence by doing home deliveries of medications. It was agreed that the parish council would write to the Pharmacy to express their gratitude. This was proposed by Cllr M Crowe and seconded By Cllr. V Patel.
- 24. Charity Donation requests.** The parish council have received various requests from charities for donations at this time. These might be discussed at a later date and would depend on the success of the business loan.
- 25. Job Centre website request.** A request had been made to the parish council for a job centre website link to be added to the parish council website. This link had been circulated to the parish councillors and it was decided that if the link was to be added to the website it should not contain any advertising, so the clerk will request if this is possible before a final decision is made.

26. **Flowerbeds. Minute notes from informal parish meeting held on 28 April 2020.** The Flower beds have now been done and the councillors wished to acknowledge thanks to Sian Lloyd and her husband for all the work they had done and also to Amersham Town Council. They are being watered as regularly as possible and it remains to be seen if they come up this year or if it will be next year when we all receive the benefit of them. The Parish Council are looking forward to seeing the wildflowers.
27. **To confirm that Councillor Ingham, as administrator of the Save Little Chalfont Facebook page, acts on behalf of the Parish Council which is responsible for the page.** It was agreed that Cllr Ingham, as administrator of the Save Little Chalfont Facebook page, acts on behalf of the Parish Council, which is responsible for the page.
28. **Speedwatch.** Update. There was nothing to report. Cllr M Crowe will look at the cost of a handheld speed radar gun. It was felt that people are at present speeding more as there is less traffic on the roads. In order to do a speed radar task session 3 people are required who have been through the police training.
29. **Local Plan.** Update Cllr C Ingham reported that, following postponement of the March 2020 Stage 1 hearing of the Examination-in-Public, the Inspectors had written to Buckinghamshire Council (BC) to say they were not satisfied that Chiltern and South Bucks District Councils had carried out legally adequate consultation with Slough Borough Council under the Duty to Cooperate (DTC), through which Slough was seeking space in South Bucks for 10,000 homes. The Inspectors' letter pointed out that legislation required them to recommend non-adoption of the Plan if they considered that a council had not complied with the DTC. A press release issued by BC had since stated that the suggestion that the Plan should have accommodated up to 10,000 houses for Slough was "ridiculous". The Coordination Group now awaited the formal reply from BC to the Inspectors' letter and would then circulate an update to the local community. Cllr M Parker pointed out that the story had been reported in an article of 19 May in the Bucks Free Press. Buckinghamshire Cllr C Jackson, invited to comment, stressed that the Inspectors had not commented on the justification or otherwise for Slough's building proposals, but only on the alleged inadequacy of the procedure used to discuss them.
30. **Community Centre.** Update. On 17 March 2020 the Inspector came out to view the site with regards to the appeal. We are awaiting a decision.
31. **Staff Safeguarding Policy.** Both the safeguarding policy and staff safeguarding policy were discussed. A draft safeguarding policy had been circulated to councillors before the meeting. Cllr D Alexander has agreed to be the designated councillor on the safeguarding policy all councillors agreed to this appointment. The draft policy will be updated and presented at the next meeting. Cllr M Parker volunteered to look at a staff safeguarding policy and the clerk will research more information about this for the next meeting.
32. **Reports and Notifications.** Many reports and notifications have been circulated over the past 2 months for councillors' information. It was noted that these had been received.
33. **Any Other Business.** It was discussed if the village hall could reopen yet. It was agreed that at present due to Covid 19, Government guidelines and social distancing that at present the hall would remain closed. It was also discussed when cricket may be able to start at Westwood Park. No decision had been made yet. It would have to follow ECB guidelines; government guidelines and the pavilion would not be able to be open. There is the use of the Tulu toilet outside and all safety, handwashing guidelines must be followed. A cost for the cricket use would need to be decided at a later date if cricket was to commence.
34. **Date of Next Meeting.** 24 June 2020 10am Zoom Meeting.
35. 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. (The items are confidential because they deal variously with contractual and legal matters.) Members of the public were asked to leave the meeting and Cllr B Drew thanked them for their attendance.