

Little Chalfont Parish Council
Minutes of the meeting held on Wednesday 14 April 2021 at 7.30pm
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 (audio only) Cllr D. Rafferty; Cllr J Walford.

Members of the public: Mr D Nussbaum, Cllr M. Tett (briefly), Ms N. Henry-Ames, Mr C. Holmes, Mr B. Gallagher, Ms L. Foster, Ms C. Maher, Mr D. Silverstone.

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

The chairman led the meeting in a one minute silence in memory of the Duke of Edinburgh.

1. **Apologies for absence.** Cllr C. Jackson.
2. **To receive and approve the minutes of the meeting held on 10 March 2021 via Zoom.** – Minutes, Confidential Minutes and 24th February Extraordinary Meeting Minutes. 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 D. Rafferty requested to be allowed a personal comment at the end of the meeting. Cllr I. Griffiths requested to ask about timing of councillors leaving the parish council after the elections.
5. **To accept the resolution that standing orders be suspended to allow members of the public to speak for (10 mins).** Ms C. Maher requested to speak about the parking restrictions in Westwood Drive and the surrounding roads. With people working more from home now due to covid, the present parking restrictions 11 -12 NO PARKING is causing parking issues for residents. Ms Maher wanted to request for the restriction to be changed to residential parking only. Cllr B Drew explained that when the parking restriction was put in all the residents had been surveyed and agreed to the restriction. To change this would involve a new survey and consideration for both the parish council and Buckinghamshire council. Cllr B Drew suggested that this should perhaps be an agenda item for the new parish council, once it was established, if they wanted to pursue this further.
6. **Chairman's report.** The report had been previously circulated and was acknowledged.
7. **Clerk's report.** The report had been previously circulated and all of the items would be covered on the agenda
8. **To receive reports, as appropriate, from members of outside bodies and working parties.** Cllr J Walford reported that she has had a good meeting with C. Green from Buckinghamshire Council with regards to various problems in the nature park and the need for CCTV being installed. Cllr J. Walford and Cllr. M. Crowe will review the GDPR form. Cllr D. Alexander expressed that he hopes when the new parish councillors are in post that the litter picking events in the village will continue.
9. **Financial Matters:**
 - (i) List of payments 14 April 2021. The list of payments for April had been circulated. It was approved and signed.
 - (ii) Income and Expenditure report for March. The report had been previously circulated. Cllr M. Parker pointed out to the meeting that during some of the covid lockdown periods some savings had been made with regards to the free 1 hour parking as it had not been charged to the parish council. The report was approved.
 - (iii) Agreement to move over reserves. The clerk presented to the parish councillors (as listed in the clerk's report) items/costs/reserves to be moved into reserves when doing the end of year accounts. The list was agreed.
 - (iv) End of Year accounts update. Now that the year 20/21 has been finished work is being done on the end of year accounts. The end of year session with RBS is on 11 May 2021 and accounts work will be presented at the meeting to be held on 19 May 2021 and the internal auditor Ernest Newhouse is booked in on 3 June 2021. All final accounts to be submitted to the external auditors will be presented to the Parish Council in the meeting on 23 June 2021.
 - (v) Letter for internal auditor. A letter has been requested by Ernest Newhouse our internal auditor re last year's 'Public Notices'. This apparently is a new request that now needs to be done each year. Ernest has confirmed that we have done all procedures correctly, but needs a letter signed by the Chairman. The letter has been circulated. The letter was approved.
10. **Council Elections.** Cllr B. Drew welcome the new councillor who were attending the meeting. There has been an uncontested election and so the new parish councillors are Mr D Nussbaum, Ms N. Henry-Ames, Mr C. Holmes,

Mr B. Gallagher and Mr D. Silverstone. They will be instated after the elections on 6th May and will be present as councillors for the meeting on 19 May 2021. For the Buckinghamshire Council elections there are 2wards and the polling stations are the village hall, the library and the Methodist church.

11. **Parish Meeting including acceptance of annual report.** This meeting is being held on 28 April 2021 via zoom at 7.30pm. The meeting will be chaired by the parish council chairman but is open to the public as a local meeting. Normally when the meeting is in the hall there is a guest speaker, however as this is a remote meeting there is no guest speaker.
12. **Community Boards update and possible funding requests.** Cllr B Drew updated the meeting on the Community Board and explained that they have various forums and activities to help the community. Cllr J. Walford and Cllr. V. Patel are on many of the boards with regard to village revival and also youth projects. At present there was nothing new to report in these areas. Cllr B Drew updated the meeting on the A Board that Mr R. Funk has had put up at the beginning of Chenies Parade letting people know about the 2hr parking available in the Cytiva carpark. Cllr C. Ingham attends the green issues forum and also gives regular feedback. Little Chalfont has benefitted from community board funding towards the CCTV being put in to the nature park and we are waiting for feedback on the feasibility study application that has been put in with regard to the need for railings to be installed on the Cokes Lane/Nightingales Lane junction.
13. **CCTV Nature Park.** The CCTV will be installed soon. A contract letter had been circulated previously to councillors for Matrix to do this work. The letter also included contract conditions and a map that were supplied to the parish council by Little Chalfont Charitable Trust. The letter and attachments were approved. Cllr J. Walford requested if any of the new councillors would consider joining the nature park management group as additional members would be very welcome. Cllr C. Ingham asked how the CCTV would be monitored. Cllr M. Crowe explained that the recorded footage would be looked at retrospectively if any incident occurred.
14. **Paths Nature Park.** The letter for the Little Chalfont Community Trust needed revision and also the minutes from the meeting held on 10 February 2021 as follows:-
The condition – clause 17.1 - is in the Agreement for Lease (not the lease) and the hard paths were to have been laid by 10 May 2021 (not 2022). The revisions have been done and a revised letter had been circulated which was agreed.
15. **Beel Close update.** Work on this will start soon. Once we have the schedule of works from Matrix we will inform local residents who live close by about when the work will be carried out. We have requested to TfL for the under pass to be painted (as there is a lot of graffiti) before the work commences. We are waiting to hear back from them.
16. **LED Streetlight conversion update.** The majority of the work has been completed except those lights waiting for UKPN work to be carried out and also the lights in Village Way and Birkett Way due to the old nature of the lights in situ at present and the difficulty in converting them. A zoom meeting has been had with Sparkx, Mike Crowe, Roger and the clerk and we are waiting for Sparkx to come back to us with ideas and costings. The Salix Loan funds have now been received.
17. **Village Way Streetlights LED conversion.** As above. It was also clarified that if there are any additional costs for the lights when approved by the residents in Village Way, the additional costs will not be met by the parish council and it would be expected for the additional costs to be met by the residents.
18. **Community Centre.** Update and feasibility study progress. Cllr B. Drew updated the meeting that he had now had confirmation from Buckinghamshire Council that they would have no objections in principle for the library to be incorporated into any proposed community centre plans. A meeting would now be arranged with the working party and then with the architects to progress with the feasibility study for the agreed fee of £8000.
19. **Local Plan. Update.** On 15 April Cllr C. Ingham will attend an online “engagement meeting” of Bucks Council policy planners with five of the larger parish councils. The meeting is intended to provide an update on current work programmes and to “introduce some key issues” for the Buckinghamshire Local Plan (drafts of which will not appear until about 2024). Cllr C. Ingham noted that the Parish Council and the Little Chalfont Community Association committee work jointly on local plan matters through the Coordination Group. He would write for the Group a report on the meeting, which could be available to others interested.
20. **Newsletter.** The newsletter has now been printed and will be delivered soon. Cllr B. Drew thanked Cllr J. Walford for all her work on the newsletter and also to Adrian Lockyer for organising the distribution of the newsletter.
21. **Litter problems and future plans.** Unfortunately, David Jarvis needed to cancel the meeting to be held via zoom but he will contact us shortly to reconvene. We are still waiting to hear when the new litter bin on the village green is going to be installed. As discussed under item 9 (iii) it was agreed for £2500 to be moved to a reserve for

additional double bins to be put in at Westwood Park. Additional litter collections would be looked at for Westwood Park and the Nature Park either during or after bank holiday and other busy times. Bins will be sourced for approval to order. It was also agreed that a budget of £200 would be spent on litter pickers and bags for people to be able to help collect litter in the Nature Park and in the village.

- 22. Annual Fire Risk Assessments – Westwood Park and Village Hall.** These have been circulated previously and were approved.
- 23. Annual Update Fire Safety Policies – Westwood Park and Village Hall.** These have been circulated previously and were approved.
- 24. Reports and Notifications.** To note that various reports and notifications have been circulated
- 25. Any Other Business.** Cllr J. Walford requested funding for the nature park management group and for the helpers to have official badges for when they are in the nature park so that members of the public know who they are. This was agreed. Cllr D. Rafferty wished to express how much of an honour it had been to work with everyone as he was now standing down from being a councillor after having been a councillor since 1995 when he was first elected on to Amersham Town Council. All the councillors who are standing down were thanked for the work that they have done and they will be greatly missed. The change over date for old and new councillors is 11th May.
- 26. Date of Next Meeting. 19 May 2021.** This meeting will be held in the village hall and will be the annual meeting.
- 27.** 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 item is confidential because it deals variously with contractual and legal matters.) Cllr B. Drew thanked all members of the public for attending the meeting and at this point asked them to leave for the confidential section to then take place.