

## **Minutes of a Little Chalfont Parish Council meeting**

**held in the Village Hall, Cokes Lane, Little Chalfont**

**Wednesday 15<sup>th</sup> June 2022 at 7.30pm**

**Present:** Cllr M Crowe (Chairman) Cllr V Patel, Cllr C Ingham, Cllr J Walford, Cllr B Gallagher, Cllr C Holmes, Cllr D Silverstone, and Cllr N Henry-Ames

**In attendance:** Ms S Matthews (Parish Clerk) Mrs S Butcher (Assistant Parish Clerk)

**Members of the Public:** Mr B Drew

- 1. Apologies for absence:** Cllr D Nussbaum (Parish Council)
- 2. To accept a resolution that standing orders be suspended** to allow any members of the public to speak (10 mins): Mr Drew spoke to the Parish Council regarding the cancellation of Bus route 103 that provides a service from High Wycombe to Watford and the impact it will have on the local community. He asked the Parish Council if it can do something to lessen the impact of the changes. The PC discussed and decided to contact the local Buckinghamshire Councillors regarding this issue and make the LCCA aware.
- 3. To receive and approve the minutes of 11<sup>th</sup> May 2022:** Circulated, approved, and signed.
- 4. Declarations of Interest:** None
- 5. Approval by Chairman of items for any other business:** The Lodge, CIL Payment, Jubilee bench and Environmental café.
- 6. Chairman's Report:** The report had been previously circulated and was noted.
- 7. Clerk's Report:** The report had been previously circulated and was noted.
- 8. To receive reports, as appropriate, from members of outside bodies and working parties:** Cllr Patel reported that the Dementia Café could potentially be renamed. Cllr Holmes will email the clerk the LCCA minutes when received these will then be circulated.
- 9. Report on the Accounts 2021/22:** Circulated and agreed.
- 10. Internal Audit Report:** (i) The Council received and adopted the Internal Audit Report dated 20 May 2022 following the auditor's visit of that date; (ii) The auditor's overall conclusion was that he found the accounts and systems to be in good order and had no significant issues to raise. As a result, he had completed and signed the Annual Internal Audit Report which will accompany AGAR papers to be sent to the External Auditors. (iii) It was noted that in the report referred to in (i) above, the auditor had made a number of helpful recommendations. The Council reviewed these and following a discussion, supported implementation by the Parish Clerk, as soon as practicable.
- 11. Annual Accounts for the Year Ended 31 March 2022:** (i) The Council considered and approved the Annual Governance and Accountability Return (AGAR), Section 1, Annual Governance Statement. The Chairman and the Parish Clerk then signed and dated the document. In considering this item, Councillors referred to the Internal Auditor's reports previously discussed above. (ii) It was noted that the Parish Clerk, as RFO, had certified the AGAR section 2, Accounting Statements, by signing and dating; (iii) The Council then considered and approved the AGAR section 2, Accounting Statements 2021-22 which the Chairman then signed and dated to confirm such approval; (iv) It was confirmed that the period during which electors and interested persons may exercise rights relating to the annual accounts will be Monday 20 June – Friday 29 July 2022. The relevant notice advising of

such rights will therefore be displayed on the website and Parish Council notice boards from Thursday 16 June 2022. The Parish Clerk will also confirm these dates to the Internal Auditor.

- 12. Financial Matters:** (i) List of payments 15 June 2022: Circulated and signed (ii) Schedule of S137 payments 2021/22: Circulated and noted (iii) Reserves: Circulated and noted.
- 13. Any Other Business: Lodge Lease:** Cllr Ingham gave the councillors an update and requested a report on the current status of repairs and redecoration, to be provided by the clerk for the next meeting. **CIL payment:** Cllr Ingham informed the council of a £10532 CIL payment received by the Parish Council to be used for an infrastructure-related project in Little Chalfont, which would need the approval of Buckinghamshire Council. He requested ideas to be discussed at the next meeting. **Jubilee Bench:** Cllr Holmes reported to the council that an order had been place of a hardwood bench and the delivery would be in 10-12 weeks. Lizzie Wright from the Community Board would be contact to meet and discuss the final location of the bench. Cllr Holmes would also construct a reply to the resident concerned about the location and the Parish Clerk to send. **Environmental Café:** Cllr Silverstone announced that the next café would be taking place the morning of 25<sup>th</sup> June 2022 in the village hall for those who would like to attend.
- 14. Date of next meeting:** Wednesday 13<sup>th</sup> July 2022 at 7.45pm (after the planning meeting)

**Signature**.....

**Date**.....