

**Minutes of Little Chalfont Parish Council Sixteenth Annual Meeting
held on Wednesday 11th May 2022 at 7.30pm
in the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr M Crowe, Cllr V Patel, Cllr Ingham, Cllr B Gallagher, Cllr C Holmes, Cllr D Silverstone, and Cllr N Henry-Ames.

In Attendance: Ms S Matthews (Parish Clerk) and Mrs S Butcher (Assistant Parish Clerk)

Apologies for absence: Cllr J Walford and Cllr D Nussbaum

- 1. To elect a Chairman of the council for the council year 2022/23:** Cllr M Crowe was elected as Chairman. Proposed by Cllr C. Ingham, seconded by Cllr B Gallagher. All councillors were in favour.
- 2. To elect a Vice-Chairman of the council for the council year 2022/23:** Cllr V Patel was elected as Vice-Chairman. Proposed by Cllr M Crowe, seconded by Cllr C Ingham. All councillors were in favour.
- 3. To elect a Chairman of the planning committee for the council year 2022/23:** Cllr C. Ingham was elected Chairman of the planning committee. Proposed by Cllr M Crowe seconded by Cllr V Patel. All councillors in favour.
- 4. To appoint a Vice-Chairman of the planning committee for the year 2022/23:** Cllr C Holmes was elected as Vice Chairman of the planning committee. Proposed by Cllr C Ingham, seconded by Cllr M Crowe. All councillors were in favour.
- 5. Declaration and delivery of acceptance of office:** All Councillors present signed a declaration and acceptance of office which was witnessed and signed by the Clerk. It was noted that Cllr Walford would sign her declaration prior to the next Parish meeting. Cllr Nussbaum would sign his declaration prior to the July Parish meeting.
- 6. To Propose and agree membership of committees:**
 - a. Establishment Committee:** It was proposed by Cllr Crowe that this committee is made up of the Chairman, Vice Chairman and Planning Chairman. All councillors agreed.
- 7. To agree membership of working parties:**
 - a. Westwood Park Working Party:** Cllr M Crowe and Cllr C Holmes
 - b. Community Buildings Working Party:** Cllr B Gallagher and Cllr D Silverstone
 - c. Village Hall Management Working Party:** Cllr N Henry-Ames
 - d. Nature Park Management Group:** Cllr D Silverstone
 - e. Co-ordination Group (joint with LCCA):** Cllr C Ingham
 - f. Remembrance Day Working Party:** Cllr B GallagherCllr M Crowe proposed all members of the working parties and Cllr V Patel seconded.
- 8. To agree representation on outside bodies:**
 - a. GE Healthcare Liaison Group:** Cllr V Patel
 - b. Little Chalfont Community Library:** Cllr N Henry-Ames
 - c. Little Chalfont Community Association Liaison:** Cllr C HolmesCllr M Crowe proposed all members of the working parties and outside bodies and Cllr V Patel seconded.
- 9. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins). Or due to restricted numbers written representation read out in the meeting. (3 mins maximum):** Not applicable.
- 10. To accept the previously signed minutes of the meeting held on 13 April 2022:** Circulated and signed.
- 11. Declarations of Interest:** None.

- 12. Approval by Chairman of items for Any Other Business:** (i) Telecoms Tower, Bell Lane (ii) Statters Field (iii) Jubilee Bench (iv) Councillor attendance to Parish and Planning meetings.
- 13. Chairman's report:** Circulated and noted
- 14. Clerk's report:** Circulated and noted.
- 15. To receive reports, as appropriate, from members of outside bodies and working parties:**
Cllr Patel reported Café 22 has been awarded charitable status. Dr Challoner's girls' school will be performing at café 22 on a regular basis. Cllr Holmes will send the LCCA minutes to the clerk, these will then be circulated. Cllr Gallagher had a discussion with Mr Hughes-Morgan regarding the new community building.
- 16. Financial matters:**
- i. **Payment schedule:** Circulated and noted.
 - ii. **End of Year accounts update:** Internal auditor will be at the village hall on the 20th May for the annual internal audit. An accounting documentation required for the councillors to approve for final sign off the 2021/22 accounts to then be submitted to the external auditors PKF Littlejohn and for public viewing if requested. The clerks will produce, for the parish council meeting on 15th June 2022.
- 17. Parish Meeting:** Cllr Crowe informed the council that the Annual Parish meeting that took place on the 4th May 2022 had its biggest public attendance since the Parish Council began in 2007.
- 18. Any Other Business:** (i) **Telecom Tower, Bell Lane** - A company acting for mobile phone signal providers has written to the PC asking for comments on a proposal to extend the existing mast near the railway bridge in Bell Lane and add new equipment at the top. Cllr Ingham intended to ask the Assistant Clerk to reply that the PC preferred not to comment unless and until there was a planning application. This was agreed. (This matter did not await the 25 May meeting of the Planning Committee because the enquirer's letter of 4 May asked for a response by 18 May). (ii) **Statters Field** - Cllr Ingham reported that the Planning Inspectorate had arranged a hearing, from 13 September 2022 for up to three days in the Village Hall, to resolve the application made by the PC on 13 January 2016 for a PROW footpath in Statters Field. The PC had later amended its position on this application to one of neutrality, for the reasons given in the PC's minutes of 13 April and 11 May 2016. (iii) **Jubilee Bench:** The community board is putting benches in various locations in Amersham, Little Chalfont, Chesham Bois, and Coleshill in honour of the Queen's Jubilee. Cllr Ingham sent letters to residents who are in the location of the proposed bench. The Parish office received an objection email, this was sent to Lizzie at the community board. Cllr Holmes will contact Lizzie regarding the exact location. (iv) **Councillor attendance to Parish and Planning meetings:** Cllr Crowe informed the council that if councillors are unable to attend meetings, then apologies must be sent to the Parish office in advance of the meetings.
- 19. Date of Next Meeting:** Wednesday 15th June 2022 in the Village Hall at approximately 7.45pm. This meeting will follow a planning meeting which will commence at 7pm.