

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

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

**Wednesday 12<sup>th</sup> June 2024 at 7.30pm**

**Present:** Cllr V Patel, Cllr B gallagher, Cllr C Holmes, Cllr V Davies and Cllr N Henry-Ames

**In attendance:** Ms S Matthews (Parish Clerk)

**Members of the Public:** Mr G Yellowley

1. **Apologies for absence:** Cllr J Walford, Cllr D Nussbaum, Cllr K Murali (Parish Council) and Cllr C Jones (Buckinghamshire Council).
2. **To accept a resolution that standing orders be suspended** to allow any members of the public to speak (10 mins): Mr Yellowley thanked the Parish Council for the grant support it has showed the library in previous years. He informed the council of projects that the library are hoping to achieve in the near future and the increase in footfall since covid.
3. **To receive and approve the Parish minutes of 8<sup>th</sup> May 2024, confidential minutes of 8<sup>th</sup> May 2024:** Circulated, approved and signed.
4. **Declarations of Interest:** None
5. **Approval by Chairman of items for any other business:** None
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 Holmes circulated the minutes from the LCCA to all councillors. Cllr Davies informed the council about the nature park's potential marketing strategy and new signage.
9. **Report on the Accounts 2023/24:** Circulated and agreed.
10. **Internal Audit Report:** (i) The Council received and adopted the Internal Audit Report dated 22 May 2024 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 2024:** (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 2023-24 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 17 June – Friday 28 July 2024. The relevant notice advising of such rights will therefore be displayed on the website and Parish Council notice boards from Thursday 13 June 2024. The Parish Clerk will also confirm these dates to the Internal Auditor.

- 12. Financial Matters:** (i) List of payments 12 June 2024: Circulated and signed (ii) Schedule of S137 payments 2021/22: Circulated and noted (iii) Reserves: Circulated and noted.
- 13. Grants:** Library grant request: After a discussion, Cllr Gallagher proposed to give the library a £4000 grant this financial year, Cllr Holmes seconded and all councillors agreed.
- 14. Community Centre:** Cllr Gallagher gave an update.
- 15. Hedge Letters:** Councillors were given copies of the hedge letters and the roads in the village allocated to be reviewed for any infringements of hedges on footpaths.
- 16. Update on former golf course outline planning application:** Cllr Holmes gave an update.
- 17. Westwood Park architects Proposal and stage 1 works:** Cllr Davies gave councillors an update.
- 18. Any Other Business:** None.
- 19. Date of next meeting:** Wednesday 10<sup>th</sup> July 2024 at 7.30pm

**Signature**.....

**Date**.....