

**Minutes of a Meeting of Little Chalfont Parish Council
Held on Wednesday 11 July 2012 at 7.30pm
In the Village Hall, Cokes Lane, Little Chalfont**

Present: Cllr M Dear; Cllr B Drew (Chairman); Cllr L Hunt; Cllr M Parker; Cllr V Patel and Cllr D Rafferty.

In Attendance: Mrs J Mason (Clerk).

Members of the Public: Mrs S Keithley.

1. **Apologies for absence:** These were received from Cllr J Hinkly.
2. **To accept a resolution that standing orders be suspended** to allow any members of the public to speak: There were no members of the public who wished to speak.
3. **To receive and approve the minutes of the meeting held on 13 June 2012:** These were approved as a correct record and were duly signed by the Chairman. It was agreed that, as there would not be another Council meeting until 12 September, the unconfirmed minutes of this 11 July meeting could, once written, be made available on notice boards and the web-site. This was subject to the Clerk circulating the minutes, once cleared by the Chairman, to the remainder of the Council to ensure there were no matters of substance that anyone wished to raise about the accuracy of the minutes.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of Items for Any Other Business:** The following were approved (i) Beel Close update; (ii) Invitation from Dial-a-Ride to a re-launch event on 13 July; (iii) invitation issued via BALC to attend a Parish Liaison Meeting on 18 July at County Hall.
6. **Chairman's Report:** This had been previously circulated.
7. **Clerk's Report:** This had been previously circulated.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) *LCCA* - Cllr Parker reported on a meeting held on 28 June at which he had given an update on the parking survey and the grant for the MUGA. He informed the Council about proposed improvements to the buildings at Dr Challoner's High School and their recent "outstanding" OFSTED rating. The LCCA had also discussed concerns about the impact on Little Chalfont of the 326 properties proposed at the Newlands Park Development. Parish Councillors agreed that it would be prudent to keep apprised of developments and to discuss and comment as appropriate. (ii) *Youth Club* –Cllr Rafferty reported on the Committee meeting held on 6 July. An assistant leader was still being sought. First aid training was being organised for volunteers. The AGM was scheduled for September. Cllr Drew had been in touch with E-Act to seek assurances that they would continue to allow the Youth Club to use the Bell Lane School premises following the move to academy status. (iii) *Westwood Park Working Party*- in Cllr Hinkly's absence the Clerk read out an e-mail from him recommending that for the time being the proposals for the trim trail be put on hold in the absence of a project co-ordinator. This was agreed. Cllr Drew reported that efforts continued to establish a Friends of Westwood Park group. He also reported on the very limited interest from local groups in volunteering to provide refreshments over the Summer at Westwood Park. Work on the byelaws regarding dog fouling would be reviewed at a future date depending on the impact of recent publicity. (iv) *Village Hall Management Committee* –this had met on 4 July. Items 9 and 21 refer to recommendations made by the committee. (v) *Community Park Action Group* -The Clerk had attended the first meeting of the group on 2 July.

- 9. Disabled Parking Spaces at the Village Hall:** *Arising from a recommendation made by the Village Hall Management Committee, to approve expenditure in the region of £300 to pay for the marking out of two disabled car parking spaces outside the front entrance to the Village Hall – this was agreed subject to having one disabled space rather than two and providing a space that could be reserved for speakers.*
- 10. To approve the Purchase of Additional Bin for Installation at the Chessfield Park Entrance to Westwood Park:** *Arising from a suggestion made at the 13 June meeting, it was agreed that a bin to match the ones purchased last Summer should be installed at a cost of £441. The grounds contractors would be able to install the bin when the French drain is dug. (Cost of French drain is £934. Budget approved is £1500.)*
- 11. LAF Lighting Project:** *To receive an update from Cllr Drew and to agree any further actions – Cllr Drew advised that he had asked the County Council why the costs would be so high (over £56,000). The response had been that the location was not suitable for solar power and the only option was trenching to allow the cable to be installed underground. The Council agreed that on this basis the project would be prohibitively costly and would not proceed, although other enquiries would be made as the opportunity arose.*
- 12. Financial matters:** (i) *List of payments and cheques to be signed* – the list was circulated and discussed briefly. Payments totalling £9,123.70 were approved and the schedule was signed by the Chairman. (ii) *Income and Expenditure Report* – this had been previously circulated and was discussed. In response to a query regarding negative sums, the Clerk explained that this was as a result of the year end accounting process of entering reversing journals. (iii) *Balance sheet* – the balance sheet at 30 June 2012 had been circulated. Reserves currently stood at £364,360.
- 13. New Code of Conduct:** To (i) *agree a resolution that Little Chalfont Parish Council adopts the Code of Conduct for Town and Parish Councils prepared by the National Association of Local Councils, with effect from 11 July 2012* – the new regulations and the proposed Code of Conduct had been circulated to Councillors with the Clerk's report. As the Council was aware, it is a requirement of the Localism Act 2011, that from July 2012 Councils must adopt a code of conduct based on the seven Nolan principles of public life: selflessness; integrity; objectivity; accountability; openness; honesty and leadership. Cllr Drew proposed and Cllr Parker seconded that the NALC Code of Conduct be adopted. This was agreed. The Clerk would make the appropriate amendments to the Council's standing orders; (ii) *undertake that each Councillor will complete a form declaring disclosable pecuniary interests by 25 July 2012* – As set out in the Clerk's report, there is a legal requirement to declare disclosable pecuniary interests and this must include those of spouses, civil partners or those with whom a member lives as if they were a spouse or civil partner. Failure so to do is a new criminal offence. In addition, the information must be displayed on the Chiltern District Council web-site and the Parish Council's web-site. Some Councillors, despite reservations, had already completed the new form. Others, however, were not happy to have such information displayed. It was agreed that the Clerk would contact the Monitoring Officer and make enquiries about the specific level of detail needed on the forms. In addition, she would ask the monitoring officer to forward to the Department of Communities and Local Government the Council's serious concerns about the disclosures required and its view that the new arrangements could deter people from seeking office as a Parish or Town Councillor.
- 14. Bell Lane School Summer Fair 14 July 12noon-3pm:** Cllrs Drew and Rafferty to attend.
- 15. Reports and Notifications:**
- I. 26 June e-mail from Bucks Fire and Rescue attaching an advertisement for an Independent Person whose role is to assist the Authority in promoting and maintaining high standards of conduct amongst its Members (i.e. the councillors and any co-opted members on the Authority).
 - II. Chiltern Society e-mail Newsletter (sent 4 July 2012).

- III. CDC 4 July Invitation asking Chairman to attend a meeting in August to discuss developing the working relationship between the District Council and Towns and Parishes.
- IV. 4 July e-mail enclosing the Neighbourhood Policing Newsletter.
- V. Booklets from BCC under the logo “together we can” regarding anti-social behaviour and domestic abuse. (These are now available from the library.)

16. Any Other Business:

- i. **Beel Close** – Cllr Parker reported that the London Underground embankment reinforcement work was now completed and there was a strong indication that Buckinghamshire County Council would be happy for the residents’ parking regime instituted during the works to continue permanently, provided that the scheme is self-financing and has the unanimous support of Beel Close residents. Cllr Parker asked whether the Council would support the scheme. There followed a discussion. Some Councillors felt that residents in other streets would feel entitled to the same deal and the singling out of Beel Close would cause problems. Others, however, felt Beel Close was a special case, in view of the long history of parking problems in that street. Cllr Drew proposed that the Council support the scheme as long as it had the full support of the Beel Close residents. Cllr Parker seconded the proposal. Cllr Patel also supported it. Cllrs Dear, Rafferty and Hunt abstained. The proposal was therefore agreed.
In addition it was noted that a meeting was being held on Wednesday 18 July at Beel Close to discuss reinstatement and replanting following completion of the embankment work.
- ii. **The Chilterns Dial-a-Ride** – On Friday 13 July 2012, Dial-a-Ride were launching their new logo and had invited a representative from the Parish Council to attend. It was agreed that if anyone was free to represent the Council they should advise the Clerk as a matter of urgency.
- iii. **BALC Invitation to a Parish Liaison Meeting on 18 July 2012** – The Chairman was unable to attend this event at County Hall and he asked that any Councillor who could go along to advise the Clerk.

17. 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. This was agreed. (Only item 18 and 20 are included in the confidential minutes.)

18. Buildings Working Party: *To receive an update and to consider next steps* – minuted in confidential minute 18 of this 11 July meeting.

19. Second Half of Multi Use Games Area: *Following the granting of Local Area Forum funding for the second half of the MUGA at Westwood Park, to authorise the Clerk/Assistant Clerk to award the installation contract* – The Clerk recommended that the contract be awarded to Chiltern Sports Contractors who are based in Honors Yard, Lodge Lane. They installed the first half of the MUGA in 2010 when quotes were sought from Wicksteeds, Monster Play and Chiltern Sports. Chiltern Sports gave best value at £7000 plus VAT. Their current quote is £7,152 plus VAT. Cllr Parker proposed and Cllr Hunt seconded that the contract be awarded to Chiltern Sports Contractors.

20. Community Buildings: *To receive an update from Cllr Drew. To discuss and, if appropriate, agree (i) the next steps proposed and (ii) a budget for leaflets to be delivered during the second half of September, in tandem with the next Parish Council Newsletter* – minuted in confidential minute 20 of this 11 July meeting.

21. Installation of Fixed Data Projector in Village Hall: *To consider quotations received and, if appropriate and agreed, ask the Clerk to instruct the preferred bidder to install the equipment* – As Councillors recollected, hall users have requested, via the Hall Management Committee,

that a projector be provided for their use. Five quotes have been sought; one contractor did not turn up and two others have failed to respond. Two did provide sensible quotes and advice for a fixed, caged projector that can be operated wirelessly or with cables and that can also be linked to the PR system. Following a discussion it was agreed unanimously that the quote from The Admiral Group for a Cassio projector be accepted. The cost will be £1643. It was also noted that the Evening Women's institute will donate £100 towards the cost, for which the Council is very grateful.

22. Date of Next Meeting: Wednesday 12 September 2012 at 7.30pm in the Village Hall.

Signed.....

Date.....