

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Wednesday 13 June 2012 at 8pm**  
**Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew (Chairman); Cllr J Hinkly; Cllr L Hunt; Cllr V Patel; Cllr D Rafferty.

**In Attendance:** Mrs J Mason, Clerk.

**Members of the Public:** Mr P Vandenbos.

1. **Apologies for absence:** These were received from Cllr M Dear and Cllr M Parker.
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 present who wished to speak.
3. **To receive and approve the minutes of the meeting held on 9 May 2012:** The minutes of the meeting held on 9 May were approved as a correct record and were duly signed by the Chairman.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of Items for Any Other Business:** Three items were approved (i) Parking Survey (ii) Recent correspondence received regarding policing matters [to be considered under item 19 Reports and Notifications] and (iii) LAF lighting project.
6. **Chairman's Report:** This was received having been previously circulated. The Chairman reiterated the reminder about Village Day on Saturday 16 June 2012.
7. **Clerk's Report:** This was received having been previously circulated.
8. **Feedback from Parish Meeting 30 May 2012:** The turn out had been the best so far (over 70 people) and the feedback received had been very good. Noise had been a problem for some and the discussion groups would have to be smaller if the format was repeated in future years.
9. **To receive reports, as appropriate, from members of outside bodies and working parties:**
  - (i) *Library*- Cllr Hinkly reported that a book sale would take place on Village Day and updated Councillors on future fund raising events;
  - (ii) *Youth Club*: Cllr Rafferty advised that the club continued its urgent search for a deputy leader;
  - (iii) *Westwood Park Working Party*: Cllr Hinkly reported on the 31 May meeting. A number of residents had mentioned the serious problem of flooding at the Chessfield Park end in rainy weather, which made the footpath impassable at times. The Clerk added that she had also received complaints and as a result had investigated possible solutions with the grounds contractors. In view of the serious problems the flooding was causing residents it was agreed that the Clerk should authorise emergency remedial works with a maximum budget of £1500. In his discussions with residents about future byelaws at the Parish Meeting on 30 May, Cllr Hinkly had been heartened by the number of dog owners who had said keeping dogs on a lead was not a problem. Notwithstanding, there were many who held a contrary view. Indeed, many dog owners and others had complained about litter left by human park users and had asked if a rubbish bin could be installed in the park near the Chessfield Park entrance. The Clerk would report back on the cost and would also see if would be feasible for the work, if agreed, to be done at the same time as the drainage work mentioned above. Turning to the trim trail, a further meeting had been held with the land owners and the Forestry Commission, and photographs of possible equipment configurations were circulated. The approximate cost was £12,000. It was agreed to discuss a possible donation at the July meeting. Some Councillors felt that £2000 might be a reasonable sum to consider. A further meeting of the interested parties would be called to discuss who would lead the project given that the majority of the land under consideration was outside the Parish. The Clerk would contact Chenies Parish Council, and possibly Latimer Parish Council, to ask if they could attend also. Cllr Drew would contact CDC and/or Nexus. In the meantime, if it was agreed to seek funds

from donations, the Council would be happy for notices advertising such action to be put up in the park. With regard to the initiative to form a Friends of Westwood Park group, leaflets asking interested parties to get in touch were being distributed. Finally, the Council were delighted to note that, as the Clerk had mentioned in her report, Buckinghamshire County Council had confirmed that £7,000 had been awarded through the LAF to fund the second half of the Multi Use Games Area (MUGA) at Westwood Park.

- 10. Storage Container for Westwood Park Foot ball Club (WWPFC) -** *To consider and, if appropriate, agree to a request from WWPFC to progress the necessary arrangements-* Cllr Drew had circulated details of the proposal by e-mail and these were agreed subject to (i)WWPFC making and paying for any necessary planning application and obtaining permission (ii) installing and paying for screening and planting acceptable to the Parish Council (iii) the paving suggested being changed to grass matting to avoid possible injury (iii) the club having appropriate insurances in place (iv) payment of a nominal rent (v) signing an agreement, regarding their occupancy of the land, to be drawn up by the Clerk. The Clerk and Assistant Clerk would arrange to meet with the club's representatives to discuss and agree these conditions.
- 11. Pitch Charges -** *To decide whether pitch charges should be increased for 2012/13 (papers already circulated)* – Following a discussion about the cost of maintaining Westwood Park facilities it was agreed to increase pitch charges by 5% for the start of the 2012/13 football season.
- 12. Financial matters:** (i) *List of payments and cheques to be signed* – the schedule was circulated and discussed. Payments totalling £17,202.02 were approved and the schedule was signed by the Chairman. (ii) *Income and Expenditure Report* - this was received (iii) *Schedule of section 137 payments made 2011/12* - the schedule was circulated and totalled £11,070.07 for the year. Total permissible spending for the year under the provisions of the Local Government Act 1972 was £30,177 given that Little Chalfont's electorate is 4,686 and the limit per member of electorate was £6.44 during the year.
- 13. Internal Audit Report 2011/12:** The report was received and discussed. The Auditor had reported the accounts to be in good order. The Chairman undertook to respond to the points raised.
- 14. External Audit Report:** (i) *Annual Return 2011/12* – the completed return, following the internal auditor's sign-off, was noted, received and approved (ii) *Notice of appointment of date of the exercise of elector's rights* – it was noted that the announcement was made on 11 June 2012 and that the period during which interested persons may inspect the accounts runs from 25 June - 20 July 2012 (iii) *Receipt of a letter dated 10 May 2012 from the Audit Commission* announcing their intention to re-appoint Mazars LLP to audit the annual returns of small bodies in Buckinghamshire (ie those whose gross annual income or expenditure is less than £6.5 million) was noted. Reasons why Mazars should not be appointed should be sent to the Audit Commission by 29 June 2012.
- 15. Ear Marking of Reserves:** It was agreed that the earmarking of reserves be discussed by a small group of Councillors (Cllrs Drew, Hinkly and Parker) and the Clerk outside the meeting with a view to making recommendations to the 11 July meeting of the Council.
- 16. Insurances Following Revaluation of Properties:** It was noted and agreed that the property reinstatement value has increased from £541,206 to £657,000 (21.4%) and that with the addition of VAT to the reinstatement value, the increase to the insurance premium until 31 March 2013 is £491.29 (including IPT).
- 17. Bell Lane E-Act Academy:** *To receive an update from the Chairman regarding the name of the academy in the light of recent discussions* – the Chairman requested that this item be moved to be considered with items 22 and 23. This was agreed. However, for the purposes of these minutes, the item remains in situ as the issue is no longer confidential at the time of

writing the minutes. The Chairman was delighted to be able to announce that Bell Lane School will be renamed the Chalfont Valley E-Act Primary Academy.

**18. Grants and Donations – to consider the following applications:** (i) *Chorleywood cricket Club – request for funding towards the cost of a portable score board* – Following a discussion Cllr Hinkly proposed and Cllr Rafferty seconded a proposal that a donation of £285 be made. This was agreed unanimously. (ii) *Chiltern Citizens Advice Bureau- request for funding* – following a discussion it was proposed by Cllr Hunt and seconded by Cllr Hinkly that a donation of £1000 be made. This was agreed unanimously.

**19. Reports and Notifications:**

- i. CDC’s 17 May e-mail about free home insulation (circulated 18 May 2012).
- ii. Thames Valley Police prospectus– Policing the Thames Valley (circulated 25 May 2012).
- iii. Bucks Fire and Rescue 31 May e-mail: 2012-17 Public Safety Plan: Trial of alternative crewing arrangements for the High Wycombe aerial appliance (circulated 1 June 2012).
- iv. Chiltern News June 2012 – the Magazine of the Chiltern Society (Available in the Parish Office).
- v. Community Impact Bucks e-mail dated 1 June 2012 regarding the launch of the Safer Communities Network on 11 July 2012. The network will “look at ways to advise, inform and influence the new Police and Crime Commissioners (PCCs) when they are elected in November of this year about the value of the voluntary sector in helping the PCC meet his or her obligations”. The Chairman may attend this launch.
- vi. Chiltern District Council’s e-mail dated 30 May 2012 about the establishment of a Police and Crime Panel which will scrutinise the work of the PCC. “The purpose of this role is to assist the PCC through providing independent challenge as a critical friend”.

**20. Any Other Business:** (i) *Parking Survey* – the Clerk distributed to Councillors the parking surveys they had each kindly agreed to deliver. A number of residents had also volunteered to help with delivery for which the Council was very grateful. Surveys are to be returned by 31 July 2012; (ii) *LAF Lighting Bid – footpath Marygold Walk / Bedford Avenue* - the Chairman reported that after a number of reminders he had now received a quote for this work from BCC and the total cost would be £56,589.77. He would follow this up with BCC as the costs seem excessive especially as solar power had been requested, if possible, not underground cabling.

**21.** 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.

**22. Buildings Working Party:** Minuted in confidential minute 22 of this 13 June 2012 meeting.

**23. Date of Next Meeting:** Wednesday 11 July 2012 at 7.30pm in the Village Hall.

Signed.....

Date.....