

**Minutes of the Sixth Annual Meeting of Little Chalfont Parish Council
Held on Wednesday 9 May 2012 at 7.30pm
In the Village Hall, Cokes Lane, Little Chalfont**

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

In attendance: Mrs J Mason, Clerk

Members of the Public: Cllr P Martin (CDC) and Cllr M Tett (BCC)

1. Appointment of Officers for 2012/13

- a. To Appoint a Chairman of the Council: Cllr Hinkly proposed and Cllr Rafferty seconded that Cllr Drew be appointed Chairman. This proposal was carried unanimously.
- b. To Appoint a Vice Chairman of the Council: Cllr Drew proposed and Cllr Parker seconded that Cllr Hinkly be appointed Vice Chairman. This proposal was carried unanimously.
- c. To Appoint a Chairman of the Planning Committee: Cllr Hunt proposed and Cllr Parker seconded that Cllr Dear be appointed Chairman of the Planning Committee. This proposal was carried unanimously.
- d. To appoint a Vice Chairman of the Planning Committee: Cllr Drew proposed and Cllr Dear seconded that Cllr Parker be appointed Vice Chairman of the Planning Committee.
(Note – all members of Little Chalfont Parish Council are also members of the Planning Committee)

2. Declaration of Acceptance of Office: The Chairman signed a declaration of acceptance of office, which was witnessed by the Clerk.

3. Schedule of Meetings 2012/13: The schedule of meeting dates for the year was received and accepted.

4. To Propose and Agree Membership of Sub Committees

- a. Establishment Committee: It was agreed unanimously that Cllr Drew (Chairman), Cllr Hinkly (Vice Chairman) and Cllr Dear (Chairman of the Planning Committee) be appointed as members of the Establishment Committee.
- b. Village Hall Management Committee: It was agreed unanimously that Cllrs Drew, Rafferty and Hinkly be appointed as members of this committee.

5. To Propose and Agree Membership of Working Parties

- a. Westwood Park Working Party: It was agreed unanimously that Cllrs Drew, Hinkly and Rafferty be appointed.
- b. Buildings Working Party: It was agreed unanimously that Cllrs Drew, Hunt, Dear and Parker be appointed.
- c. Community Buildings Working Party: It was agreed unanimously that Cllrs Drew, Hinkly and Hunt be appointed.

6. To Propose and Agree Membership of Outside Bodies

- a. Neighbourhood Policing Team Liaison Forum: It was agreed that Cllr Parker would be the Council representative on this forum which also includes an LCCA representative. On a day to day basis the main point of contact with the police would be via the Clerk.
- b. GE Healthcare Liaison Group: It was agreed that Cllr Patel should continue in this role.
- c. Library Committee: It was agreed that Cllr Hinkly be appointed to this role.
- d. Little Chalfont Community Association Liaison: It was agreed that Cllr Parker should continue in this role.
- e. Little Chalfont Youth Club Management Committee: It was agreed that Cllr Rafferty should continue in this role.
- f. Local Area Forum: It was agreed that Cllr Drew should continue in this role.
- g. Chiltern Community Partnership: It was agreed that Cllr Drew should continue in this role.

h. Chiltern Heights Liaison Group: It was agreed that Cllr Rafferty should continue in this role together with the Clerk.

7. **Report on the Council's Year 2011/12:** Cllr Drew's report, which had been previously circulated, was received. The report is available on the Parish Council website www.littlechalfont-pc.gov.uk.
8. **Report on the Accounts 2011/12:** The report on the accounts, which had been previously circulated, was received. It was noted that the accounts were still to be audited. It was further noted that at 31 March 2012 reserves stood at £281,576. The report is available on the Parish Council website www.littlechalfont-pc.gov.uk.
9. **Appointment of Auditors:** It was proposed by Cllr Drew and seconded by Cllr Parker that Ernest Newhouse be appointed as the Parish Council's Internal Auditor. The proposal was carried unanimously. It was proposed by Cllr Drew and seconded by Cllr Hinkly that Mazars LLP be appointed as the Parish Council's External Auditors. The proposal was carried unanimously.
10. **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 wishing to speak.
11. **To receive and approve the minutes of the meeting held on 11 April 2012:** The minutes were approved as a correct record and were duly signed by the Chairman.
12. **Declarations of Interest:** None.
13. **Approval by Chairman of Items for Any Other Business:** None.
14. **Clerk's Report:** This had been previously circulated. All actions from the previous meeting have been undertaken.
15. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) *Youth Club:* Cllr Rafferty reported that the committee had met the previous week and are looking for an assistant leader. (ii) *LCCA:* Cllr Parker had been unable to attend the last meeting. However, the parking survey had been discussed. (iii) *GE Healthcare:* Cllr Patel reported on a meeting he had attended on 24 April. The decommissioning of the old building was on schedule and there were no problems with the Environment Agency although some disquiet had been expressed by a member of the public. (iv) *Westwood Park Working Party:* The working party had met on 26 April and arising from that meeting Cllr Drew sought the Council's permission for the two representatives co-opted from Chorleywood Cricket Club and Westwood Park Football Club, to be appointed as full members of the working party with voting rights. This was agreed. Cllr Drew reported that the new signs were now up and discussions continue regarding the possibility of a fitness trail about which Chenies Parish Council had now been advised. Work continued on proposals to set up a Friends of Westwood Park group and Cllr Drew was liaising with the Chairman of the Friends of Lowndes Park in Chesham about the benefits. Westwood Park Football Club's request to place a half size storage container at the Park had been mentioned previously. A formal agenda item to discuss the matter would be brought to the 13 June meeting of the Parish Council. The Club would be responsible for obtaining the necessary planning permission and screening the container. The favoured site was adjacent to the woods, tucked away in the corner created by the line of the boundary. Cllr Drew had the dimensions and a photograph of the container and requested that, if possible, Councillors visit the site before 13 June.
16. **To report on bids to the LAF for funding:** Cllr Drew reported that it now seemed likely that the Parish Council would receive funding to cover the total cost of the MUGA (approximately £7000) at Westwood Park and not 50% as requested. This would have a knock on effect in that the request for funding towards the costs of the entrance to the Community Park was not likely to be agreed. Following a discussion, the Parish Council agreed it would, in this eventuality, be happy to make a contribution towards the cost of the entrance.
17. **Parking survey:** Cllr Parker had circulated the survey to the members of the LCCA who supported the project. Subject to some amendments to the wording, the survey was ready for circulation. Interest was building and a number of members of the public had volunteered their help. The survey would be launched at the Parish Meeting and Village Day. Arrangements for distribution had to be made. Drop off points for completed surveys could include the surgery, the village hall and the newsagent's shop on Elizabeth Avenue. The results of the survey would be analysed and the findings would enable the next stages to be planned.
18. **Village Hall Management Committee:** The committee had met on 25 April and had discussed hall hire charges (see item 19 below), maintenance and quotes for installing a data projector. The Council agreed

that the Clerk should obtain a third quote and present her findings to a future meeting of the Council. The Committee had also recommended that at least one disabled parking space be marked out in the hall car park adjacent to the main entrance. The Clerk would be seeking advice about this from CDC.

- 19. Hall Hire and Pitch Charges:** A summary of current charges and comparisons with other halls and pitches had been circulated. It was agreed that the Village Hall hourly weekday rate for non-commercial users should be increased to £11 per hour with consequential increases to other hourly rates with immediate effect. Discussion about a possible increase to hire charges at Westwood Park was deferred.
- 20. Parish Meeting 30 May 2012:** The Chairman confirmed that representatives from the neighbourhood police, Amersham in Transition (garden share) and hopefully E-Act (Bell Lane School academy sponsors) would be speaking at the meeting. The Parking survey would also be discussed.
- 21. Review of the Operation of the LAF:** BCC have requested responses to a survey they are carrying out into a review of the operation of the LAFs. It was agreed that Cllr Drew should prepare a response prior to the closing date of 18 May 2012.
- 22. Financial matters:** (i) List of payments and cheques to be signed - payments totalling £70,285.84 were approved (this includes a transfer of £50,000 between bank accounts); (ii) Annual Return – the figures in section 1 of the Annual return had been circulated together with an analysis of the variances between 31 March 2011 and 31 March 2012. Following a discussion the Parish Council authorised the Chairman and Clerk to sign and certify as appropriate sections 1 and 2 of the return. These were duly signed. The Clerk would finalise the return and report further on 13 June by which time the Internal Audit visit scheduled for 29 May would have taken place.
- 23. Governance and Accountability – Risk Assessment:** It was noted that since the last meeting the legionella report has been received, the properties have been revalued and the fire extinguishers at the Pavilion and the Village Hall have been checked and serviced. The water systems at the pavilion are legionella free although a number of recommendations are made by the contractors and a report on the cost of implementing these will be brought to a future meeting. Once the property valuations have been received, the Clerk will liaise with the Council's insurers to implement any changes to the cover required.
- 24. Grants and Donations:** To be considered at the 13 June meeting.
- 25. Bell Lane School Summer Fair Saturday 14 July 2012 12noon – 3pm:** The Council was pleased to accept an invitation issued by the school to have a stall at the fair. Cllrs Drew and Rafferty agreed to be in attendance.
- 26. Reports and Notifications:**
 - a) 'Spring 2012' Rights of Way & Environment Newsletter for Parish Council's is available on the County Council's website via this link: http://www.buckscc.gov.uk/bcc/row/parish_news.page.
 - b) Hannah Jefferies' recent undated letter on behalf of the Bell Lane E-Act academy, giving notice of two drop in meetings for stakeholders on 10 and 22 May. Closing date for returning completed questionnaires is Friday 1 June. (Leaflet will be distributed at the Council meeting.)
- 27. Any Other Business:** None
- 28.** A resolution was agreed 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.
- 29. Community Park:** Minuted in confidential minute 29 of this 9 May meeting of Little Chalfont Parish Council.
- 30. Buildings Working Party:** Minuted in confidential minute 30 of this 9 May meeting of Little Chalfont Parish Council.
- 31. Date of Next Meeting:** Wednesday 13 June 2012. The meeting will be in the Village Hall and will start at approximately 8.30pm following a meeting of the Planning Committee which commences at 7.30pm.

Signed.....

Date.....