

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 12 June 2013 at 7.30pm**  
**In the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew (Chairman); Cllr J Hinkly; Cllr V Patel and Cllr J Walford, OBE.

**In attendance:** Mrs J Mason (Clerk).

1. **Apologies for absence:** These were received from Cllr L Hunt; Cllr M Parker and Cllr D Rafferty.
2. **To accept a resolution that standing orders be suspended** to allow any members of the public to speak (10 mins): There were no members of the public present.
3. **To receive and approve the minutes of (i) the meeting held on 8 May 2013 and (ii) the extraordinary meeting held on 28 May 2013:** Both sets of minutes 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:** The following items were approved: (i) Chalfont Valley E-Act Academy Summer Fayre and (ii) various complaints about overgrown vegetation and road sweeping.
6. **Vacancy for a Councillor:** It was noted that the vacancy notice has been posted and expires on 18 June 2013.
7. **Chairman's Report:** This had been previously circulated. Cllr Drew reported in particular on his attendance at CDC's planning committee meeting held on 6 June at which he had reiterated the Parish Council's objections to planning application CH/2013/ 0372/FA (land at Chenies Parade). Although the application had been refused on this occasion, Cllr Drew was of the view that it would be helpful if the Parish Council could commission its own professional survey of parking at the parade for future use. It was agreed that the Clerk should investigate options and costs and report back. She would also investigate options for a war memorial in Little Chalfont and report back. Finally, it was noted that at the LAF on 22 May, residents from Halifax House had made further representations about the need for a pedestrian crossing. County Council representatives had undertaken to respond about improvements and the possibility of a crossing.
8. **Clerk's Report:** This had been previously circulated. It was agreed to hold a special event at Westwood Park in late summer/early autumn to thank various groups, organisations and individuals who had contributed to recent improvements at Westwood Park
9. **Update on awarding of cleaning contract:** As agreed on 28 May, the contract had been offered to and accepted by Busy Offices.
10. **Feedback from Parish Meeting 15 May 2013:** It was agreed that the meeting and format had gone well. Cllr Drew had recently met the new police superintendent who had indicated that he would possibly be able to speak at next year's event.
11. **To receive reports, as appropriate, from members of outside bodies and working parties:**  
*(i) Library* – Cllr Hinkly reported that a number of recent funding applications had been successful and the committee were now considering whether to fund improvements to the entrance. A Countdown evening was scheduled for the coming weekend and on 29 June "A Midsummer's Nights Dream" would be staged in the village hall; *(ii) GE Healthcare* – Cllr Patel had attended a meeting on 14 May. Health and safety and environmental update reports had been received. In addition, a new packing plant was being commissioned which would be fully automated through use of robotics; *(iii) Community Buildings Working Party:* Cllr Drew reported that a meeting would be held on 17 June at which the schedule and other

arrangements for architect presentations on 26 June would be finalised. In the meantime, arrangements were in hand for further meetings with the County and District Councils; (iv) *Youth Club*: Cllr Rafferty referred to the newspaper article in the previous week's edition of the Amersham and Little Chalfont Examiner about the search for new Youth Club premises. The Clerk advised that she had a further meeting scheduled for the following Monday to progress the survey being organised by the Dr Challoner's pupils on behalf of the Youth Club; (v) *HS2*- Cllr Hinkly reported that he had recently attended a Chalfonts consultation day dealing with the draft environmental statement. Copies are available in the Parish Office. The consultation period closes on 11 July 2013. (vi) *LAF 22 May* - Cllr Drew reported that the funding applications for monies towards the Mobile Vehicle Activated Sign (MVAS) and cycle racks had been confirmed.

**12. LAF funding contributions agreed at the 22 May meeting for a mobile vehicle activated sign and cycle racks:** It was agreed that (i) the Parish Council should make up the shortfall between the purchase cost of the MVAS and the funding received from the LAF, to enable the MVAS to be purchased (approximate shortfall is £2,800 given a purchase price of around £4,000), and (ii) the design and location of the cycle racks be discussed in July.

**13. Financial matters:** (i) *List of payments and cheques to be signed* - The schedule which had been previously circulated was discussed following which payments totalling £23,397.77 were authorised; (ii) *Income and Expenditure Report* - This had been previously circulated and was discussed. In particular it was noted that the rebate and credit totalling £5,949.65 had been received from British Gas; (iii) *Reserves - To consider and, if appropriate, agree the allocation of reserves to ear-marked reserve*: The proposals in the schedule circulated by the Clerk were agreed, see below:

Represented By	12/06/2013	Increase from GR	Transfers in reserves from 2012/13	Proposed
General Reserves	£193,009			89,509
Building Reserve	£150,000	£ 50,000.00	£ 22,000.00	£222,000
WWP Amenity Reserve	£50,000	£ 15,000.00	£ 6,000.00	£71,000
Election Reserves	£500	£ 500.00		£1,000
Contingency Reserves	£40,000	£ 10,000.00		£50,000
	<b>433,509</b>			<b>433,509</b>

(iv) *Co-operative Bank* – to retrospectively approve (a) the rescission of the proposal agreed at the 8 May meeting regarding reinvestment of the funds from the account maturing in May and (b) the payment of the funds arising into the Council's account with HSBC; This action taken by the Clerk between meetings was agreed unanimously.

**14. Internal Audit Report 2012/13** - To note receipt of the report and to discuss and agree the draft response: The Internal Auditor had written to the Chairman on 25 May 2013 (letter previously circulated to the Council) reporting on his observations and recommendations arising from his visit on 24 May. It was noted that he was pleased to state that "the accounts are in good order". He had made a useful recommendation about amending one of the computer generated reports to enhance the understanding of key issues regarding reserves together with recommendations about the recording of minutes dealing with salaries and a comment about accruals. It was agreed that the Chairman should respond to the Internal Auditor appropriately.

**15. External Audit Report:** (i) *Annual Return 2012/13* – It was noted that the return (approved at the 8 May 2013 meeting) has been signed by the Internal Auditor and will be forwarded

to the External Auditors by the due date; (ii) *Notice of appointment of date of the exercise of elector's rights* – It was noted that the announcement was made on 10 June 2013 and that the period during which interested persons may inspect the accounts runs from 24 June - 19 July 2013.

- 16. Devolution of Duties:** It was agreed to respond to County Cllr M Phillips 29 May letter accepting his invitation to participate in future discussion about the devolution of duties. (Circulated to Council 31 May 2013.)
- 17. RoSPA Play Area Safety Inspection Report May 2013:** The Clerk reported on the findings and suggested follow up action. She would be making appropriate arrangements for the minor remedial work suggested.
- 18. Christmas Lights:** Update from Cllr Parker to be carried forward to the July meeting.
- 19. Triangle Planting:** It was noted that members of the Little Chalfont Evening WI have planted the triangular area adjacent to the village green with summer bedding and agreed that the Clerk should write to the group expressing the Council's thanks.
- 20. Grants and Donations:** It was noted that no applications have been received and that there will be a further opportunity for groups who wish to apply to have such applications considered in October or November.
- 21. Newsletter delivery - *To consider whether a donation should be made to the LCCA in recognition of their assistance*** – Cllr Drew proposed and Cllr Hinkly seconded that a donation of £200 should be made to the LCCA in recognition of the delivery of the most recent and previous newsletter.
- 22. Marion Orpen Prize - *Update following contact by members of the family*:** At the 8 May meeting it had been agreed to rename the prize the Little Chalfont Parish Council Prize because the bequest funds had been exhausted. However, in the meantime, a letter had been received from Marion Orpen's daughter proposing that a further £700 should be donated to "top up" the fund so reinstating the Marion Orpen prize. This suggestion was agreed unanimously and the Clerk will write to the family to confirm and to make the appropriate arrangements.
- 23. Reports and Notifications:**
  - i. Chiltern Society Newsletter May 2013
  - ii. Cllr M Tett's 21 May 2013 letter to Town and Parish Council's asking them to sign up to become affiliated members of the HS2 opposition alliance "51m". (Circulated to Council 3 June 2013.) It was agreed that the Council should become affiliated.
  - iii. LAF Annual Report 2012/13. (Circulated to Council 24 May 2013.)
  - iv. FOLCL Chairman's Report. (Circulated to Council 3 June 2013.)
  - v. Community Sport Survey from CDC to support their future funding applications. (Referred to the Westwood Park Working Party.)
- 24. Any Other Business:** (i) *Chalfont Valley E-Act Academy Summer Fayre* – Cllr Rafferty had asked whether anyone would be available for a Parish Council table. However, nobody is available. The Clerk will advise Cllr Rafferty; (ii) *Various complaints about overgrown vegetation and road sweeping* – Cllr Patel reported on problems referred to him by residents. The Clerk noted the detail and will refer the issues to the relevant authority.
- 25. 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. (At the time of writing the minutes, in view of the brief nature of the ensuing discussions, the matter is on this occasion included in these non-confidential minutes.)
- 26. Buildings Working Party:** *To receive an update* – The Council's solicitor awaits comments and the two Clerks are due to meet shortly.

**27. Date of Next Meeting:** Wednesday 10 July 2013 at approximately 8.15pm in the Village Hall, to follow on from the Planning Committee meeting starting at 7.30pm.

**Signed**.....

**Date**.....