

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 9 January 2013 at 8.10pm**  
**In the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr B Drew (Chairman); Cllr J Hinkly; Cllr S Keighley; Cllr M Parker; Cllr D Rafferty.

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

**Members of the Public:** Ms L Mowat (Bucks Examiner); Cllr D Phillips (items 1 – 3 inclusive) and Ms J Walford.

1. **Apologies for absence:** These were received from Cllrs Hunt and Patel.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak:** The resolution was agreed and the Chairman suspended standing orders. Cllr Phillips expressed the view that he hoped the Council took proper consideration of the circumstances in which agenda items could be deemed to be confidential and meriting the exclusion of the press and public. Ms Walford commented that she had heard nothing about the community centre project since attending one of the consultation meetings in September 2012. Thanking both members of the public for their comments, the Chairman reinstated standing orders.
3. **To receive and approve the minutes of the meeting held on 12 December 2012:** These were approved as a correct record and were signed by the Chairman.
4. **Declarations of Interest:** Cllr Parker declared an interest in item 15 because he owns a property in Chalfont Avenue, which is one of the roads affected.
5. **Approval by Chairman of items for any other business:** The following were approved (i) Police Community Liaison Forum; (ii) Parish Warden work; (iii) Website updates; (iv) Neighbourhood Policing Team Liaison Forum; (v) Letter for Managing Director of London Underground about lighting in Beel Close underpass and Bedford Close footpath (vi) Tree work and planting at Westwood Park.
6. **Chairman's Report:** This had been previously circulated and the content was noted.
7. **Clerk's Report:** This had been previously circulated and the content was noted. It was agreed that the recent correspondence with Si Khan (BCC) about the devolution of duties to the Parish Council should be copied to County Cllrs M. Tett and M. Philips. It was agreed that, as suggested, hall and pitch/pavilion charges should be reviewed in February or March. The decision on the fifth free parking day would be made at the next meeting.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** There were no reports other than to note that at its next meeting the LCCA would be reviewing the content of a briefing note to its members about the Donkey Field planning application.
9. **Financial matters:** (i) *List of payments and cheques to be signed* – the schedule was discussed and payments totalling £9,339.59 were approved; (ii) *Income and Expenditure Report* – this was noted and discussed; (iii) *Interest rates* – it was confirmed that with effect from 14 January 2013 the interest rate on the Parish Council's Business 7 Day Notice Account with Scottish Widows will reduce from 1.75% to 1.25%; (iv) *Co-operative Bank* – It was noted that the Business Guaranteed Investment Account taken out last year with the Co-operative Bank matures on 8 February 2013. The Council authorised the Clerk to reinvest the maturity value in a similar account with the Bank and to investigate other options to mitigate against the interest rate reduction reported above.
10. **Governance and Accountability:** (i) *Review of Internal Audit* - Cllr Parker agreed to undertake this review; (ii) *Risk assessment, standing orders, asset register and financial procedures* – It was noted that the Clerk will be carrying out a review of these items and will report back at the February and March meetings of the Council.

11. **Chairmen's Liaison Meeting at CDC 9 January 2013:** Cllr Drew reported that updates had been received on the community right to buy, Gypsy and Traveller sites in relation to the DDPD, the joint CDC/WDC waste management contract and arrangements for the electronic Chiltern magazine. The main issue discussed was the impact of the recent decision by the government to localise the payment of council tax support. For 2013/14 a grant would be paid to minimise the impact but there was no guarantee that this would continue in future years. Unfortunately the figures illustrating the impact on towns and parishes had not been available at the meeting but had been promised within the next few days. The impact of this issue is further considered in items 12 and 13 below.
12. **Localisation of Council Tax Support:** The Council considered a sent on 14 December 2012 by the Chairman of the National Association of Local Councils to all member Councils and agreed that, as suggested, the Clerk should write to the Secretary of State for Communities and Local Government, tailoring the template suggested to this Council's circumstances. Prior to sending, the draft will be circulated to Councillors
13. **Budget 2013/14 and Precept - *To set the precept for 2013/14:*** In the light of the lack of figures illustrating the impact of the localisation of council tax support (item 11 refers) it was agreed that a decision on the precept for 2013/14 could not yet be finalised. It was agreed therefore that an extraordinary meeting of the Parish Council would be held on Tuesday 22 January 2013 after the planning committee meeting of the same evening. The Clerk will also seek clarification from (i) BCC about the adoption of street lighting and (ii) CDC about the impact of new developments on council tax revenue.
14. **LAF Projects:** It was noted that on 21 December 2012 the Parish Council submitted four expression of interest forms to BCC. In order of priority they are: MUGA resurfacing; parking feasibility survey; cycle racks, and, a portable speed indicator device.
15. **Parking Survey:** Following recent discussions and correspondence with officers at BCC, Cllr Parker had circulated to councillors a draft document canvassing Chalfont Avenue and Russell Close residents for their views on possible options for their roads. He had similarly circulated a briefing note about how to contact the parking warden "hotline". It was agreed that he would recirculate the documents for final comments following which the Clerk would arrange distribution of both. Finally, it was agreed that the Clerk should continue to discuss the cost of free one hour parking at Snells Wood Car Park with the officer at CDC, and report back further to the Council.
16. **Hs2 Update:** It was noted that Mr. K Hoffmeister will brief Council members prior to the Planning Committee meeting on Tuesday 22 January 2013. (Briefing will be at 7pm.)
17. **Parish Meeting:** *To agree a date and discuss possible format and speakers* – It was agreed to hold the meeting on Wednesday 13 May 2013 at 7.30pm. The format has yet to be finalised although many Councillors would like to see something similar to last year. The Police and Crime Commissioner was suggested as a possible key note speaker.
18. **Parish Newsletter:** *To agree the approximate date for the distribution of the next newsletter* – The Council decided that the next newsletter would be prepared in April to guarantee early May distribution to enable a reminder about the Parish Meeting to be included.
19. **Reports and Notifications:**
  - (i) Information provided by LINK via Community Impact Bucks about forthcoming forum meetings for those interested in health and care services. The next meeting is in High Wycombe on 17 January 2013. Tel: 0845 389 0389.
20. **Any Other Business:**
21. (i) *Police Community Liaison Forum* – The Clerk will arrange a meeting; (ii) *Parish Warden work* – Work will shortly be undertaken in Burtons Lane on leaf clearing, ditches and drainage. Councillors undertook to advise the Clerk of any work that might be undertaken in their groups of roads ; (iii) *Website updates* – The website administrator will be asked to update the list of meeting dates and make the Parish Council telephone number more

prominent; (iv) *Letter dated 2 January 2013 from the Managing Director of London Underground about lighting in Beel Close underpass and Bedford Close footpath* - This was in response to the Clerk's 26 November 2012 letter and was not discouraging. A more detailed reply will be pressed for. (vi) *Tree work and planting at Westwood Park* – Following a recent risk assessment tree work at Finch Lane and Westwood Park will be undertaken, in the course of the next few weeks. A report on planting at the playground will be made to the next meeting.

- 22.** 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.
- 23. Buildings Working Party:** *To receive an update* – minuted in confidential minute 22 of this 9 January 2013 meeting.
- 24. MUGA and Tennis Court Resurfacing:** *To consider the quotations received and, if appropriate, decide what work should be carried out and which company should be awarded the contract:* Minuted in confidential minute 23 of this 9 January 2013 meeting.
- 25. Date(s) of Next Meeting(s):**
- (i) An extraordinary meeting will be held on Tuesday 22 January 2013 at approximately 8.30pm to follow on from the Planning Committee meeting scheduled for the same evening.
  - (ii) Wednesday 13 February 2013 at approximately 8.15pm in the Village Hall, after the Planning Committee meeting on the same evening.

Signed.....

Date.....