

**Minutes of a Meeting of Little Chalfont Parish Council**  
**Held on Wednesday 11 June 2014 at 7.30pm**  
**In the Village Hall, Cokes Lane, Little Chalfont**

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

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

1. **Apologies for absence:** These were received from Cllr M Parker and Cllr J Walford.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins):** No members of the public were present.
3. **To receive and approve the minutes of 14 May 2014:** These were approved as a correct record and were duly signed as such by the Chairman.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of Items for Any Other Business -** The following items were approved:
  - a) Westwood Park grounds maintenance;
  - b) Gas mains replacement programme;
  - c) NALC advice about “underground drilling access” consultation;
  - d) Correspondence from Sevenoaks Town Council about non domestic rates;
  - e) Flooding under the railway bridge;
  - f) Fly tipping and fires on land behind Sandycroft Road;
  - g) Beel Close and problems caused by London Underground;
  - h) Marion Orpen prize.
6. **Chairman’s Report:** Cllr Drew was very pleased to report that Village Day on 7 June had been a great success thanks to the hard work of the organisers, the good weather and an excellent turn out.
7. **Clerk’s Report:** This was a verbal report and updated Councillors on actions taken following the 14 May meeting and other on-going issues. A letter of complaint had been written to TSB and this was signed by the Chairman and Vice Chairman. In addition it was noted that a vacancy for a councillor notice had been issued and if an election is not called within the statutory timescale then the Council will be free to co-opt.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:**
  - a) Little Chalfont Community Library – Cllr Hinkly reported that £47 had been raised at the Village Day book sale. A “knit and natter” group was being considered and an evening meeting with a local author was being arranged. The Amersham Museum curator was arranging for a World War I display at the library in November. A quiz night was scheduled for 4 October and a grant had been made by Chiltern District towards the cost of glazing the entrance porch.
  - b) Little Chalfont Community Association – Cllr Parker had submitted written comments which Cllr Drew summarised. In particular, there were serious concerns about revised school transport arrangements for Dr Challoner’s High School and Dr Challoner’s Grammar School. These plans, about which there had been no consultation, will result in much longer travel times for pupils. Concerns had also been expressed about noise at night caused by London Underground work in the vicinity of St Nicolas Close. Residents had been advised that the work had been scheduled but had also been reassured that noise would be kept to a minimum which is clearly not the case.

- c) War Memorial Working Party – Cllr Drew reported that there was encouraging support for a war memorial. Two possible locations had been mooted; either on the Village Green or The Triangle. LCCA representatives had expressed the view that a bigger memorial than that proposed by the working party should be erected and that they might be prepared to help raise funds and make a donation. Councillors were concerned that this approach would delay matters. No decision was reached although Cllr Drew undertook to have further discussions with the Chairman of the LCCA and report back.

**9. LAF funding contribution agreed at the 20 May LAF meeting – update by Chairman:**

Chalfont’s LAF agreed a contribution of £5,500 towards bollards to improve and enhance three areas in the village centre (adjacent to Nightingales Corner and Chenies Parade). The project will be completed within the current financial year.

- 10. Financial matters:** (i) *List of payments and cheques to be signed* – A schedule of payments totalling £35,423.24 was discussed, approved and signed by the Chairman. (ii) *Income and Expenditure Report* – this had been previously circulated and was received and discussed; (iii) *Reserves - To consider and, if appropriate, agree the allocation of reserves to ear-marked reserves:* Following discussion the following ear-marking of reserves was agreed as set out below:

| Description                      | Prior to meeting | Agreed at meeting |
|----------------------------------|------------------|-------------------|
| General Reserves                 | £153,295         | £82,795           |
| Building Reserve                 | £222,000         | £272,000          |
| Westwood Park<br>Amenity Reserve | £71,000          | £91,000           |
| Election Reserve                 | £1,000           | £1,500            |
| Contingence Reserve              | £50,000          | £50,000           |
| Total                            | £497,295         | £497,295          |

- 11. Internal Audit Report 2013/14:** The report from the Internal Auditor’s visit on 20 May, addressed to the Chairman, was received and noted. The Auditor commented that the accounts are in good order. A draft response to the report was discussed and agreed. This will be sent in the course of the next two weeks.

- 12. External Audit Report:** (i) *Annual Return 2013/14* – It was noted that the return (approved at the 14 May 2014 meeting) has been signed by the Internal Auditor and will be forwarded to the External Auditors in advance of the due date and the start of the inspection date; (ii) *Notice of appointment of date of the exercise of elector’s rights* - to note that the announcement was made on 9 June 2014 and that the period during which interested persons may inspect the accounts runs from 23 June - 18 July 2014.

- 13. Devolution of Duties from BCC - Update from meeting attended by Chairman and Clerk on 27 May 2014:** The Chairman reported on the meeting and undertook to circulate to Councillors the detail that had subsequently been circulated by BCC, in the form of a website link, leading to background detail, amounts offered to each Town or Parish, activities to be devolved (these include grass cutting, hedge cutting and siding out) together with associated maps. There followed a detailed discussion which included the following points: the possible impact on the precept given that undertaking the work to an adequate standard would most likely require a subsidy from the Parish Council; whether the work could be undertaken by a combination of contractors and volunteers; storage of equipment; reluctance to be forced into a “cluster” if the Parish Council decided this was not the preferred option. Regarding this latter point, assurances had been given by Cllr Phillips at the meeting that this Council would not be forced to join a cluster, given its size in comparison to other more rural parishes. However, there were still references to this model of operation on the website referred to above. In conclusion, Cllr Drew said he welcomed the overall principle of

devolved duties. However, a great deal of discussion and negotiation had still to take place with BCC before the Parish Council could make a decision on whether to accept devolved duties on the basis offered.

- 14. Grants and Donations:** (i) *Application from the Little Chalfont Good Companions Club* – following a discussion it was agreed to grant £150 to the club; (ii) It was noted that no further applications have been received although there will be a further opportunity for groups who wish to apply to have such applications considered in October or November.
- 15. Newsletter delivery:** It was agreed that a donation of £100 should be made to the LCCA in recognition of their assistance.
- 16. Community Rights:** Deferred to next meeting.
- 17. Community Centre Project - Update from Clerk following meeting with JBKS Architects on 28 May:** The Clerk briefed the Council on her meeting with Jeremy Bell of JBKS on 28 May 2014. As a result, he had confirmed that the completion of the feasibility study stage of the project would cost £9,600 and would include the following work and outcomes:  
“Identify, confirm and document the Client needs & objectives  
- Obtain a survey of the site and the design parameters and restrictions, such as building lines. Obtain a sub-soil services survey, to ensure that there are no services or service exclusion zones.  
- Discuss and Document Design Brief  
- Review design options & prepare preliminary design study demonstrating feasibility of meeting the needs & objectives  
- Identify whole project costs with client input.  
Output documents:  
- Design Brief  
- Digital survey information  
- Concept proposal drawings  
- Summary document  
- Preliminary cost estimate and estimate of whole project cost.”
- The Council **approved** the above expenditure and **agreed** that:
- (i) a target date for a further public consultation should be September/October 2014;
  - (ii) January/February 2015 is the target date for submitting a planning application;
  - (iii) A further letter should be sent to CDC advising them of progress to date and to discuss associated parking, land, lease and public toilet facilities, with a view to reaching an agreement on these matter;
  - (iv) The Chairman will brief the new leader of CDC;
  - (v) The Clerk can start preparing a contract between JBKS and the Council. Legal advice will be sought on the draft and a budget will be confirmed at the July meeting following investigations by the Clerk.

In conclusion it was noted that the next meeting of the Community Buildings Working Party is scheduled for Wednesday 18 June 2014 and the Council looks forward to a further progress report at its 9 July meeting.

**18. Reports and Notifications:**

- i. Invite to mark Armed Forces Day with Chiltern District Council Chairman, Monday 23 June at 10.30am {Cllr Hinkly will attend};
- ii. Various items have been received about pollution in the River Chess and a public meeting was held on 30 May 2014;
- iii. MyBucks June 2014 edition;
- iv. BCC News - Road treatment works;
- v. Amersham neighbourhood policing team update June 2014.

**19. Any Other Business:**

- a) Westwood Park grounds maintenance – Cllr Hinkly had recently inspected Westwood Park and identified a number of items that need attention. The Clerk will advise the grounds contractors.
- b) Gas mains replacement programme – The Clerk reported that this work by National Grid was likely to affect Westwood Park although no notification had been received. She will investigate and report back.
- c) NALC advice about “underground drilling access” consultation (includes fracking) – It was agreed that the Clerk should respond to this consultation by advising that this Council agrees that Town and Parishes should have a role to play in the consultation process.
- d) Correspondence from Sevenoaks Town Council about non domestic rates – it was agreed that the Clerk should advise that this Council would support the suggestion that Towns and Parishes should receive a proportion of these rates.
- e) Flooding under the railway bridge - Cllr Drew reported on his discussions and correspondence with BCC representatives as a result of continued flooding. Assurances had been given that the gullies would be cleared very soon.
- f) Fly tipping and fires on land behind Sandycroft Road – complaints were increasing and the Clerk will contact Paradigm and BCC’s enforcement officer in the hope that the matter can be tackled and the situation for residents improved.
- g) Beel Close and problems caused by London Underground – The new planting at the bottom of Beel Close is becoming derelict due to lack of watering and care. Cllr Drew undertook to establish who is responsible for this work and ask them to remedy matters.
- h) Marion Orpen prize – following a query from the head teacher at Little Chalfont Primary School it was confirmed that only one pupil per school could be nominated each year.

**20.** To consider a resolution that in view of the confidential nature of the business to be transacted (dealing with staff contracts of employment) , 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 unanimously.

**21. Staffing issues:** (i) Update on progress with vacancy for Assistant Clerk; (ii) Clerk’s working hours and minor payroll correction (Cllr Drew); (iii) Temporary support in office over the summer (Cllr Drew) and (iv) Rescheduling of farewell lunch.

**22. Date of Next Meeting:** Wednesday 9 July 2014 at 7.30pm in the Village Hall.

Signed.....

Date.....