

## **Minutes of a Little Chalfont Parish Council**

**Held in the Village Hall, Cokes Lane, Little Chalfont**

**Wednesday 11 November 2015 at 7.30pm**

**Present:** Cllr M Davis; Cllr B Drew (Chairman); Cllr I Griffiths; Cllr M Parker; Cllr V Patel; Cllr D Rafferty; Cllr G Roberts; Cllr J Walford.

**Members of the public:** Cllr N Brown

**In attendance:** Mrs N Meldrum (Parish Clerk)

- 1. Apologies for absence:** Cllr C Ingham
- 2. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins):** Cllr Brown confirmed that he was responsible for liaison with Paradigm Housing. Cllr Drew reported that no reply had been received to the second letter to Paradigm regarding the shops on Elizabeth Avenue. The Clerk reported that residents had complained about the flytipping in the area at the rear of Sandycroft Road. No response had been received from Paradigm as yet. Cllr Brown asked for the details and would follow up with Paradigm. Cllr Rafferty commented about the large number of potholes on Bell Lane. Standing orders were re-instated.
- 3. To receive and approve the minutes of the meeting held on 14 October 2015 and the confidential minutes of the meeting held on 14 October 2015:** Cllr Parker had suggested some small changes to the minutes to improve the clarity. These were accepted and the minutes were approved.
- 4. Declarations of Interest:** Cllr Griffiths declared his wife was a volunteer at the Library.
- 5. Approval by Chairman of items for any other business:** None.
- 6. Chairman's Report:** Cllr Drew highlighted that the newsletter had been well received and thanked Cllr Walford for all her work in putting the newsletter together.
- 7. Clerk's Report:** The Clerk reported a problem had occurred with an area of the flooring in the hall due to change in temperature and damp conditions, with further problem areas anticipated. Difficulties had also been found with the thermostat. It was agreed to investigate the purchase of a new thermostat which could be set within a certain range. The flooring contractor had suggested that several vents were fitted to improve the ventilation in the hall. It was agreed that the Clerk would get further advice and quotes from local builders. The Clerk reported that the verges had been cut this week. This was an additional cut as the grass had grown quickly due to the warm and wet weather conditions.
- 8. To receive reports, as appropriate, from members of outside bodies and working parties:**
  - (i) Little Chalfont Community Association. Cllr Parker reported that issues raised included parking in the village, the Waste Transfer Station and Remembrance Sunday.
  - (ii) Nature Park. No meeting had taken place, however Cllr Roberts reported that Cheryl Gillan MP had been to visit the park and was enthusiastic about its progress.
  - (iii) GE Healthcare Liaison Group. Cllr Patel reported that GE were undertaking some restructuring of their site including moving the gatehouse on White Lion Road further away from the road.
  - (iv) Community Buildings Working Party. The group had not met but as agreed Cllr Drew and

Roger Funk had met with Cllr Peter Martin and Cllr Don Phillips to discuss the progress of the plans for the new community centre.

9. **Remembrance Sunday 8 November 2015:** Cllr Drew reported that the parade and service had gone smoothly and thanked all of those who had helped with the preparation on the day and to Cllr Roberts and Mrs Strange of the LCCA for arranging refreshments. It was noted there was a good turn out and both the band and trumpeter made a valuable contribution. Unfortunately the sound system was not working effectively which made it difficult to hear in some areas. Cllr Rafferty commented that the Remembrance service was not advertised in the Bucks Examiner. The Clerk had given all of the details to the paper prior to the event. Cllr Drew commented that the coverage of the paper had changed to include a much wider area. However, photographs of the event had been sent to the paper. Cllr Drew suggested that next year a small working group should be formed prior to the event to make all of the final arrangements.
10. **(i) List of payments and cheques to be signed:** Cllr Griffiths suggested that all councillors should become signatories for the TSB current account. This was agreed. The Clerk will arrange the paperwork. This paper was signed.  
**(ii) Income and Expenditure report:** Cllr Parker raised that there was difference in the figure in the precept line. The Clerk explained this was due to the grant element of the precept which had been received and would be transferred to an additional line. Cllr Parker also noted that the budget for the Employers National Insurance did not appear to be correct. It was agreed this would be examined and taken into account during the budget discussions for 2016-17.
11. **Grants and Donations:**
  - (i) Little Chalfont Community Library:** Cllr Griffiths outlined the proposal from the Library with a request for more funds. £6,000 had been requested which had been given in previous years. In 2014-15, it had been agreed that £4,000 would be donated, with an additional £2,000 when the Library extension began. Cllr Parker commented that the Library was a great resource for the village and should be supported, however there was a significant amount of money already in reserve. He suggested the Parish Council should still contribute to the Library but at a lower figure, but with the reassurance that additional funds could be requested if the financial position became necessary. Cllr Parker proposed that the grants should be £3,000, but with the promise of support of an additional £3,000 if the Library's financial situation became difficult. This was seconded by Cllr Walford. Cllr Griffiths then tabled an amendment that the figure should be £4,000 grant with an additional £2,000 if necessary financially. This was seconded by Cllr Davis. Votes were taken and the original proposal was carried.
  - (ii) Chiltern Dial-a-Ride:** Cllr Davis raised a general question about how the levels of funding are decided. The Dial-a-Ride proposal was examined. It was noted that there had been a reduction in expenses in 2015. Cllr Walford proposed that £300 should be given to the organisation. Cllr Rafferty seconded this proposal.
  - (iii) LCCA:** Cllr Drew explained that the LCCA arranged for the distribution of the Parish Council newsletter and had previously been given a £100 donation to thank the LCCA for their help. Cllr Drew proposed that £100 should be donated following the distribution of the October newsletter. Cllr Parker seconded the proposal

**(iv) Chesham Christmas Party for the Elderly:** Cllr Drew reported this was an annual event and its organisation had recently been taken over by the Mayor of Chesham. It was noted that it was planned to increase the publicity of the event this year. As yet there had been no request for funds so a contribution may not be required. However, it was agreed that if a request was made a contribution of £100 could be issued.

**(v) Chiltern Citizens Advice Bureau:** It was noted that while this was a national organisation, it was responsible for raising its own funds locally and previously had been supported by local councils. Cllr Parker pointed out the report did not give specific information which related to Little Chalfont. Cllr Davis asked for the definition of community organisation. The Parish Council's grants and donations policy state that ideally organisations that supported a cross-section of the community were the priority, although there were exceptions. It was agreed that further information would be sought about the usage of the services in Little Chalfont and also regarding their costs and other sources of income.

- 12. Parish Meeting:** Cllr Drew reported that the annual Parish meeting was required to take place in between 1 March and 1 June 2016. In addition, Cllr Drew stated that he hoped another Councillor would put themselves forward for election as Chairman of the Council in May 2016 as he had undertaken the position for a number of years now. The parish meeting could potentially be one of the first official duties of a new Chairman. There was a discussion about the best timing for the meeting. It was agreed that the provisional date would be Wednesday 25 May 2016. Further investigations would be made about the dates of local school holidays before the date is confirmed.
- 13. Parking Survey:** Cllr Parker reported that he and Cllr Drew had met with officials from Bucks County Council on 23 October to discuss the next stage of the planning consultation. Agreement was reached on a number of proposals which would be included in the formal consultation. The proposed parking restrictions in Burtons Lane were currently being revisited with the new consultation ending on 19 November. It was expected that the new parking restrictions would be implemented shortly afterwards. Cllr Parker would continue to find out a date when the restrictions would begin. It was noted that the costs of Bucks County Council for the parking survey had increased.
- 14. Nature Park:** Cllr Roberts and the Clerk had met recently with Roger Funk and Sam Pearson of the Nature Park Action Group to discuss the marketing plan for the Nature Park and the role of the Parish Council. Initial thoughts were that the Parish Council would be involved in enquiries and bookings for the park and ordering of publicity materials, in addition to organising the grounds maintenance. It was noted that volunteers working in the park would need to be covered by Parish Council insurance.
- 15. AED Defibrillator and First Responder Scheme:** Cllr Drew explained that these were two separate schemes which could work alongside each other. The first responder scheme consisted of a group of volunteers who could assist in an emergency prior to the arrival of an ambulance. However, with this scheme a constant coverage could not be guaranteed. A defibrillator could be purchased by the Parish Council and be positioned on the external wall of the village hall. The machine would be contained in a locked case which could only be opened by calling 999 and receiving a code. The ambulance service could also run a training course on using the defibrillator. The benefits and disadvantages of each scheme were discussed. It was noted there was already a defibrillator in Chalfont and Latimer Station. It was agreed that the purchase of a defibrillator was a good idea in principle and further

investigations would be made into the grants which are available. The first responder scheme would be considered later.

- 16. Out of hours contacts for hall users:** There have been a couple of occasions recently where hall users have needed to have a contact number for staff in the evening. Cllr Drew suggested advertising for a local person to act as a caretaker and be on call in the evenings and weekends. It was agreed to explore this further.
- 17. Clean for the Queen:** Information had been sent by BALC on 26 October about a litter-picking event in early 2016. The Parish Council agreed that it was happy to sign up to this initiative and the details would be discussed at a future meeting.
- 18. HS2 Consultation:** A letter had been received concerning a further consultation about tunnelling as part of the proposed HS2 route. There were no further comments to add to the consultation.
- 19. Assistant Parish Clerk:** It was reported that Sallie Matthews had been appointed as Parish Clerk and had started work at the Parish Council at the beginning of November.
- 20. Reports and Notifications:**
  - (i) Proposed temporary road closure - Stony Lane (circulated 19 October 2015). It was noted that the Bucks County Council map had listed a closure on Lodge Lane at the same time as the reported closure in Stony Lane. Further investigations would be made about the correct date of the closure.
  - (ii) My Bucks newsletter – November 2015 (circulated 22 October 2015) Noted.
  - (iii) The Chiltern Society Magazine autumn edition (circulated 29 October 2015) Noted.
- 21. Any Other Business:** None
- 22. Date of Next Meeting:** Wednesday 9 December 2015 in the village hall at 7.30pm.