

Minutes of Little Chalfont Parish Council Tenth Annual Meeting

Held on Wednesday 11 May 2016 at 7.30pm

In the Village Hall, Cokes Lane, Little Chalfont

Present: Cllr M Davis; Cllr B Drew; Cllr I Griffiths; Cllr C Ingham; Cllr M Parker; Cllr V Patel; Cllr D Rafferty; Cllr J Walford.

Apologies for absence: Cllr G Roberts.

In attendance: Mrs N Meldrum (Clerk).

Members of the public: John Aberson; Ian Beushaw; Debra Olleveant.

- 1. To elect a Chairman of the council for the council year 2016/17:** Cllr Drew opened the meeting and stated that he had served for six years as chairman of the parish council which had been a privilege. However, he was not offering to stand for re-election. Cllr Drew reported that Cllr Roberts had agreed to stand for chairman, and although currently unwell, had emailed confirmation that she was willing to stand. Cllr Drew asked if any other councillors would like to stand for chairman. No councillors reported they wished to stand for election. Cllr Drew proposed that Cllr Roberts be elected as chairman. This was seconded by Cllr Griffiths. This was agreed unanimously.
- 2. To elect a Vice-Chairman of the council for the council year 2016/17:** In Cllr Roberts' absence, Cllr Drew asked all councillors if they wished to nominate any councillor for the role of Vice-Chairman. Cllr Drew proposed that Cllr Griffiths be elected as Vice-Chairman and this was seconded by Cllr Walford. This was agreed unanimously. Cllr Griffiths reported he was very happy to support Cllr Roberts as Chairman, but had no intentions of becoming chairman in the future. Cllr Griffiths chaired the meeting from this point. Cllr Griffiths thanked Cllr Drew on behalf of the councillors and residents of Little Chalfont for all of his hard work in his role as Chairman over the past six years.
- 3. To elect a Chairman of the planning committee for the council year 2016/17:** Cllr Griffiths asked all councillors if they wished to nominate any councillor for the role of Chairman of the Planning Committee. Cllr Griffiths proposed that Cllr Parker be appointed as Chairman of the Planning Committee. This was seconded by Cllr Walford and was agreed unanimously.
- 4. To elect a Vice-Chairman of the planning committee for the council year 2016/17:** Cllr Griffiths asked all councillors if they wished to nominate any councillor for the role of Vice-Chairman of the Planning Committee. Cllr Griffiths proposed that Cllr Rafferty be appointed as Vice-Chairman of the Planning Committee. This was seconded by Cllr Ingham. (Note – all members of Little Chalfont Parish Council are also members of the Planning Committee).
- 5. Declaration and delivery of acceptance of office:** All Councillors signed a declaration and acceptance of office which was witnessed by the Clerk. In accordance with the guidance, it was agreed that Cllr Roberts was permitted to sign her declaration of acceptance either before or at the next council meeting.
- 6. To propose and agree membership of sub-committees:**

- a. **Establishment Committee:** Cllr Drew explained the purpose of the Establishment Committee was to discuss staffing issues such as salary reviews, contract term and conditions and, in the event of a change of staff, participation in the interview process. Currently the Chairman, Vice-Chairman and Planning Committee Chairman were members of the committee. Other councillors were asked if they would like to participate in this group. It was agreed unanimously that the Chairman, Vice-Chairman and Planning Committee Chairman should remain on this committee.
- 7. To propose and agree membership of working parties – agreed unanimously as listed below:**
 - a. *Westwood Park Working Party:* Cllr Griffiths and Cllr Rafferty.
 - b. *Community Buildings Working Party:* Cllr Drew, Cllr Roberts and Cllr Walford.
 - c. *Village Hall Working Party:* Cllr Drew stated he would like to stand down from this committee. Cllr Davis confirmed she would become a member of this group. Cllr Rafferty and Cllr Roberts will remain on this group.
 - d. *War Memorial and Remembrance Parade Working Party:* Cllr Rafferty.
- 8. To propose and agree representation on outside bodies – agreed unanimously as agreed below:**
 - a. *GE Healthcare Liaison Group:* Cllr Patel.
 - b. *Little Chalfont Community Library:* Cllr Griffiths.
 - c. *Little Chalfont Community Association Liaison:* Cllr Parker.
 - d. *Local Area Forum:* Cllr Roberts.
 - e. *Chiltern and South Bucks Community Partnership:* Cllr Patel.
 - f. *Nature Park Action Group:* It was reported that this group will be replaced with a more formal management structure once the Nature Park is open. Cllr Drew confirmed that Cllr Roberts was happy to continue on this committee. Cllr Walford also offered to take part in this committee.
 - g. Cllr Ingham reported that he and Cllr Parker were active members of the Co-ordination Group which was a body which dealt with issues related to the Local Plan and comprised of members of the parish council, the LCCA and other interested residents.
- 9. Report on the Council Year 2015/16:** Cllr Drew reported the annual report was produced for distribution at the Parish Meeting to be held on 25 May 2016. The report had been previously circulated. Cllr Drew thanked councillors for their comments to date and confirmed that any further comments about the report could still be incorporated.
- 10. Appointment of Auditors 2016/17:** Cllr Drew proposed to appoint Ernest Newhouse as the Council's Internal Auditor. This was seconded by Cllr Griffiths. Cllr Parker proposed to appoint Mazar's as the Council's External Auditors. Both appointments were agreed unanimously.
- 11. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes). This item took place as item 16 in the meeting.** No members of the public wished to speak.
- 12. To receive and approve the minutes of the meeting and the confidential minutes of the meeting held on 13 April and the minutes of the extraordinary confidential meeting held on 19 April.** The minutes were approved as a correct record of the meetings and Cllr Drew signed the minutes as Chairman of those meetings. Cllr Parker asked if the confidential

minutes of the meeting on 10 February had been approved. The Clerk advised that they had not yet been approved but would be circulated for approval at the next meeting.

- 13. Declaration of Interest:** Cllr Patel declared on interest in Item 28: Update on Elizabeth Avenue development.
- 14. Approval by Chairman of items for Any Other Business:** a) Youth Club finances; b) Update on Co—ordination Group meeting; c) Hall shed.
- 15. Clerk's Report:** The Clerk reported that Cansdales' report with proposals for the new workplace pension scheme had been circulated. There was a discussion about the appropriate next steps in this process. It was agreed that either Cllrs Davis, Parker and Walford would meet with the representative from Cansdales when he met with the Clerks to discuss the detail of the options. It was noted that there were several advertising boards in the village in inappropriate locations. The Clerk would write to the owners of the businesses. Cllr Drew commented that the sign of the Craft Beer Shop could be found on the grass verge adjacent to the shop. It was suggested that the letters should ask for the boards to be taken down and if that did not occur they would be removed.
- 16. To receive reports, as appropriate, from members of outside bodies and working parties:**
 - a) Little Chalfont Community Library: the official opening of the new extension would take place on Saturday 14 May.
 - b) Little Chalfont Community Association: issues discussed at the last LCCA meeting included the Local Plan and the Waste Transfer Station.
- 17. Parish Liaison Meeting:** Cllr Drew reported on behalf of Cllr Roberts who had attended the meeting. One issue raised was regarding the option of parishes arranging for potholes to be repaired. Cllr Ingham felt it would be helpful to learn from a council who was already taking on the role. Cllr Drew suggested that further information is found out about the scheme. Cllr Ingham suggested if the council were thinking of taking on this role, access to the website fixmystreet and the related information flow, would be invaluable.
- 18. Statter's Field. This item took place as item 16 in the meeting.** Cllr Griffiths reported that Cllrs Drew, Griffiths and Roberts together with the Clerk had met with Debra Olleveant, the owner of Statter's Field. Cllr Griffiths acknowledged that there were valid arguments both in support and opposing the application for the right of way. The Clerk reported that following a conversation with a Rights of Way officer at Bucks County Council, the parish council would only be able to withdraw the application with the agreement of the 27 people who had submitted evidence. Cllr Drew repeated that he acknowledged more consultation should have taken place prior to the submission of the application. Cllr Ingham asked if the land was in the Area of Outstanding Beauty. It was confirmed it was. Cllr Griffiths suggested that the parish council should maintain a neutral position in the light of the new information obtained from residents. It was agreed that the Clerk would write to the Rights of Way team to record that in the light of new information and further discussion the parish council would like to remain neutral on this issue. Cllr Parker stated it was important to record that insufficient consultation had taken place and that the council should take steps to ensure adequate consultation occurs on issues in the future.
- 19. Financial matters:** (i) List of payments to be signed. The list of payments had been previously circulated. There were no further questions and the schedule was signed by Cllr Griffiths.

- 20. Parish Meeting:** The arrangements for the evening were discussed. The two confirmed speakers for the event were Marc Lister regarding the First Responder Scheme and Matthew Bailes, Group Chief Executive of Paradigm Housing Group. Cllr Roberts would also present the council report of the year. Councillors were asked to arrive at the hall by 7pm. Cllr Rafferty kindly offered to help set up the hall in the afternoon. The speakers would be contacted shortly to check if they had any additional requirements and if there were any key issues they wanted to discuss.
- 21. Newsletter:** Cllr Griffiths thanked Cllr Walford for all her work on the latest edition of the newsletter. It was expected that the newsletter would be able to be delivered over the coming weekend. Several councillors had already volunteered to help with the delivery of the newsletter and if anyone else was able to help they should contact Adrian Lockyer who was kindly co-ordinating the deliveries.
- 22. Review of risk assessment (circulated 21 April 2016), financial regulations (circulated 5 May 2016) and standing orders (circulated 9 May 2016):** All of these papers had been previously circulated and comments had been submitted by councillors. The comments had been included within the documents. Cllr Walford proposed that all three documents should be accepted. This was seconded by Cllr Griffiths.
- 23. St Aidan's Church:** Representatives from St Aidan's Church had recently met with councillors to discuss their proposal to create an entrance using parish council land. Cllr Drew suggested that this item should be postponed until the next parish council meeting but in the interim councillors should take the opportunity to visit the site. It was agreed that it would be useful to meet representatives from St Aidan's at the site as well. If possible a meeting between councillors and St Aidan's would be arranged. Cllr Parker questioned the design of the proposal and also if there were any financial issues. Cllr Ingham felt it was a tranquil spot at present which could be jeopardised by the proposal. It was suggested that an adjustment to the existing entrance could help the current parking problems experienced by St Aidan's. Cllr Patel asked if the council were permitted to make changes to the land. Cllr Drew confirmed the council would need to check if any additional covenants were in place.
- 24. Sponsorship:** The Clerk reported she had been contacted by a company who was representing Countryside, the developers of Harvard Grange, who were interested in sponsorship possibilities within the village. Cllr Drew suggested that the Nature Park or Nightingales Corner would be possibilities for support. Cllr Davis suggested the new noticeboards could be an option. Cllr Walford suggested that the new community centre or the paths required in the Nature Park would be options that might fit in with Countryside's aims. Further investigations would take place.
- 25. MVAS:** It was reported that the MVAS is currently situated in Burtons Lane, opposite Long Walk. Data was being collected from vehicles travelling in both directions. The next location for the MVAS was discussed. It was noted that it would be useful to record more traffic on Bell Lane at a different location than previously. Cllr Drew suggested that this should take place in September to avoid the summer holidays. This would give a more realistic picture of the traffic flow with the volume of vehicles travelling to the school. In the interim, it was suggested that MVAS should be placed on Elizabeth Avenue.
- 26. Parking Survey:** Cllr Parker reported that the documents for the formal consultation had been received for review and would be delivered shortly. It appeared that the programme

was still on schedule for implementation by the end of the year. Part of the agreement on the formal consultation was that the parish council would arrange delivery of the letters. Cllr Parker asked that anyone able to volunteer should contact him or the Clerk.

27. LAF funding: Cllr Drew confirmed that LAF funding had been approved for the Stony Lane footpath project. Bucks County Council will undertake the work within this financial year.

28. Update on Elizabeth Avenue development: Following a recent planning committee meeting, the Clerk had been asked to write to Paradigm Housing to ask about progress with the development following planning permission being granted in July 2015. A reply had been received stated that there were some rights of way issues which were currently being discussed with some local residents. Once these had been resolved, further information would be given to tenants and residents about the development. In a separate issue, Cllr Patel reported that three posts had been installed in the area to the rear of the Elizabeth Avenue shops. It was unknown who had installed them or why they had been installed.

29. Reports and Notifications: (i) My Bucks newsletter May 2016. Noted.

30. Any Other Business: (i) Youth Club finances. Cllr Drew reported that some time ago the youth club in Little Chalfont had folded as its location in St George's was too far for many local children to attend. Some money still remained in the youth club bank account. The bank now wished to close the bank account due to inactivity. Cllr Drew reported that had been agreed that the parish council would hold the remaining funds in a ringfenced account for use on a youth project. **(ii) Update on the co-ordination group meeting.** Cllr Parker reported there was a lengthy discussion about the response to the Stony Lane application for outline planning permission. It appeared that approval is being sought for access to the site. A response would be produced which would reject the principle of development in this area as it was in the green belt and an Area of Outstanding Beauty. Cllr Ingham noted the relevant parts of the submission regarding the Local Plan would also be attached as different departments of CDC were dealing with these issues. It was reported that it was important for local residents to object to this application so the planning department were aware of the strength of feeling against this situation. Cllr Drew reported that there had been a lengthy discussion on Streetlife about this issue. He suggested a post should be made to explain how to respond to the application. It was reported that the LCCA were also planning to issue a guide on ideas on how to respond to the application. The history of the site was discussed. Cllr Parker reported that he will circulate his draft response to councillors once it is completed. **(iii) Hall Shed.** The Clerk reported that the hall shed has developed a problem over the last two days and users were finding it extremely difficult to lock. A temporary fix had been made, however the front of the shed is bowing and a more long term repair is required. The Clerk will obtain a quote for the repair of the area. An initial estimate was in the region of £300. The council agreed that this repair could take place.

31. To consider a resolution 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.

34. Date of Next Meeting: Wednesday 8th June 2016 in the village hall at approximately 8.15pm. This meeting will follow a planning meeting which will commence at 7.30pm.