

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

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

**Wednesday 11 October 2017 at 7.30pm**

**Present:** Cllr I Griffiths; Cllr C Ingham; Cllr M Parker; Cllr D Rafferty; Cllr G Roberts (Chairman); Cllr J Walford OBE.

**Members of the public:** Cllr N Brown; Cllr C Jackson; Cllr M Tett.

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

- 1. Apologies for absence:** Cllr B Drew; Cllr V Patel.
- 2. To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins):** Cllr Parker highlighted a number of parking related issues to Cllr Brown as no reply had yet been received from Alistair Turk. Issues included the parking reviews to be conducted 6-12 months after parking restriction implementation, the new policy of curfew parking with restricted hours mid morning and mid afternoon, and the removal of any free layby or on-street waiting in certain areas.
- 3. To receive and approve the minutes of the Parish Council meeting held on 13 September 2017:**  
The minutes were agreed and signed by the Chairman as a correct record of the meeting.
- 4. Declarations of Interest:** None.
- 5. Approval by Chairman of items for any other business:** (i) Localised emergency plan; (ii) CDC councillors.
- 6. Chairman's Report:** The Chairman's report had been previously circulated. There were no further comments.
- 7. Clerk's Report:** There were no questions about the content of the report.
- 8. To receive reports, as appropriate, from members of outside bodies and working parties:** (i) Community Buildings working party. Cllr Roberts reported that some small structural amendments had been made to the design of the roof of the building to meet the concerns of Chiltern District Council. Once the final plans have been received they will be circulated to all councillors. Cllr Roberts also suggested offering an invitation to our Chiltern District councillors and Bucks County councillors to see the final plans. It was agreed that this would be useful, although would be time limited as it was hoped to submit the plans by the end of October. (ii) Nature Park Management Group. Cllr Roberts reported that she had met with the local police regarding the antisocial behaviour and criminal damage in the Nature Park and the surrounding area. The police had advised an audit takes place in the park with the CDC community safety officer. A date has been arranged. The Clerks are already investigating the possibilities of CCTV in the park. The Clerk will compile a chronological list of the problems which have occurred in the park to give to the police to try and gain further assistance. Cllr Roberts also reported that the slide had now been removed and alternative options were being considered. All damage which has occurred in the park has been repaired. (iii) Westwood Park Working Party. As detailed in the Clerk's report it was noted that a survey of tennis machines showed that they were not weather proof and while advertised as suitable for outdoor use it was recommended to install a canopy. Cllr Griffiths reported that previous income for the tennis machines ranged from £500-£700 a year. It was agreed to discuss the tennis machines at the next parish council

meeting. Cllr Griffiths also reported that there were problems with the floor in one of the changing rooms which could be quite severe. Further investigations will be carried out, however, the area has been made safe until this work can take place. Cllr Griffiths also reported that it appeared the new parking signs were having some effect on parking on the footways at Westwood Park. (iv) Village hall working party. Cllr Rafferty reported that the days of the meetings had been changed to take place on a Wednesday morning to enable more people to attend. (v) LCCA. A recent meeting discussed issues including parking in the village and the Local Plan. (vi) Little Chalfont Community Library. Cllr Griffiths reported there were a number of issues discussed regarding the internal running of the library.

9. **Financial matters:** (i) **List of payments and cheques to be signed:** The list of payments had been previously circulated. The payments were approved and signed by the Chairman. (ii) **Income and expenditure report:** Cllr Parker asked about the income for The Lodge. The Clerk confirmed that Amersham Town Council were invoiced quarterly and payment was expected shortly. (iii) **Balance sheet 30 September 2017:** Cllr Parker asked if the heading could be changed to reflect the in-year date. (iv) **Annual return 2016-17.** It was noted that Mazars, the external auditors, have confirmed the audit has been completed successfully. (v) **LCPC bank accounts:** The decision to set up a one year banking bond with Santander at a rate of 0.50%. The options were discussed by email correspondence due to timing implications. (vi) **Budget preparation 2018/19:** Cllr Roberts asked for volunteers to help with the budget process for 2018-19. Cllr Roberts will participate and Cllr Parker also volunteered. It was suggested that Melanie Davis may be able to help as she had been very knowledgeable in previous years. Cllr Roberts will approach Mrs Davis. Cllr Griffiths may also be able to participate. (vii) **Estimated expenditure figures 2017-18:** Cllr Parker asked for higher level figures about the estimated income and expenditure. The Clerk will prepare these figures. (viii) **Online banking:** Progress with online banking had been included in the Clerk's Report. There were no further questions.
10. **Parish Council newsletter:** Cllr Walford had previously circulated a list of proposed articles for the newsletter. Cllr Griffiths agreed to write an article on Westwood Park. Cllr Parker will write an update on parking in the village. Cllr Rafferty agreed to write about changes occurring at GE. Cllr Ingham will produce a separate leaflet to accompany the newsletter regarding the update on the Local Plan. Cllr Walford will circulate details including word count and dates required.
11. **Remembrance Sunday parade and ceremony:** Arrangements to date had been included in the Clerk's Report. Cllr Rafferty confirmed that members of Churches Together would visit the parish office to make further arrangements. Rev Anne Ellis would lead the service at the village green.
12. **Advertising signage in the village:** The Clerk had previously circulated a draft policy on signage. Cllr Parker suggested it should also include information of the size of sign permitted. Cllr Parker also asked if there was a way to let people know about the requirements for signage. The Clerk will consider an effective method of doing this. The geographical spread of events advertised in the village was also discussed. It was agreed that there should be some discretion operated about which events should be supported. Overall, councillors did not feel that commercial organisations should be permitted to advertise, although events could be decided on a case by case basis.
13. **Christmas lights:** Cllr Roberts outlined the proposals from the LCCA about the operation of the proposed Christmas lights scheme. It was suggested that the roles would be divided with the LCCA dealing with the capital costs and the parish council taking responsibility for the installation

and removal of the lights. Cllr Roberts asked for opinions on this proposal. Cllr Griffiths asked if retailers would be contributing to this scheme. Cllr Roberts thought it was likely that the shops would be asked to participate in the programme in some way. The long term nature of the project was also discussed. The cost of the expenditure for this financial year was expected to be £890 plus VAT. While it was noted that a decision to support the lights for a number of years would provide stability, it was agreed that the parish council would support the project for this year and review the proposals in the future when further information was available.

- 14. Neighbourhood Plan:** Information about a request from Chiltern District Council had previously been circulated, asking if the parish council was considering becoming a Neighbourhood Area or having a Neighbourhood Plan. While it was acknowledged the parish council may want a Neighbourhood Plan in due course, currently there were not sufficient resources and therefore a Neighbourhood Plan was not programmed. It was a possibility that the parish council may apply to be declared a Neighbourhood Area but this depended on investigating any possible disadvantages which may be involved in applying for this status.
  - 15. Brownfield Register:** Information about the consultation had been previously circulated and four areas in Little Chalfont had been highlighted. Cllr Jackson agreed to investigate the reasons behind the inclusion of the lower station car park in this consultation. Cllrs Ingham and Parker confirmed that the Co-ordination Group will be making a response to this consultation. Information about the Brownfield Register can be included in the next edition of the parish council newsletter.
  - 16. Local Plan update:** Cllr Ingham reported that Roger Funk was drafting an update on the Local Plan to be sent to the community on behalf of the parish council and the community association. Information was expected from Chiltern District Council in early November regarding which preferred options sites would be selected. A leaflet will then be drafted to be distributed with the parish council newsletter.
  - 17. Little Chalfont Parish Council councillor vacancy:** Further to the resignation of Cllr Davis, a notice to advertise a councillor vacancy had been issued. It was reported that to date there were no requests to hold an election for a new councillor. The outcome of the advertisement would be confirmed by Chiltern District Council over the next few days. If no election was required, the procedure for co-opting a new councillor could begin. If a new councillor had not been found in the interim, information about the vacancy could be placed in the next newsletter.
  - 18. Buckinghamshire Playing Fields Association:** It was agreed to renew the membership of this organisation.
  - 19. General Data Protection Regulations:** The Clerk reported that the regulations were changing with implementation from May 2018. It was likely that the new regulations will make a significant impact on procedures in parish councils. The Clerk will investigate further.
  - 20. Little Chalfont Parish Council meeting dates 2018:** The meeting dates for 2018 had been previously circulated. An amendment will be made to the parish council meeting date in November 2018.
- 1. Reports and notifications:** (i) Community Impact Bucks: Training and Events (circulated 21 September 2017 and 28 September 2017); (ii) Legal Briefings on General Data Protection Regulation – 3 documents (circulated 25 September 2017); (iii) Road closure – Burtons Lane 16 October 2017 (circulated 28 September 2017) (iv) My Bucks – October 2017 (circulated 2 October 2017) (v) B&MK ALC Annual General Meeting invitation (circulated 25 September 2017) (vi) Chiltern District Council Vacancies Independent Members Allowances panel (circulated 25 September 2017) (vii) Chiltern and South Bucks Annual Business meeting invitation (circulated 25 September 2017)

September 2017) (viii) Legal Briefing on General Data Protection Regulation (circulated 2 October 2017) (ix) Policing in the Thames Valley – September 2017 (circulated 2 October 2017). All of these reports were noted.

**21. Any other business:** (i) Emergency Plan. Cllr Griffiths asked about the possibility of the parish council adopting an emergency plan. Cllr Roberts reported that this was underway and a draft would be circulated once completed. Cllr Tett highlighted the importance of emergency plans and that BCC were encouraging all local councils to adopt one. Cllr Ingham asked if the code to the defibrillator was available. Cllr Roberts reported that the code had been issued to regular hall users with the caveat that 999 must always be called in the first instance. It was also recognised that code number should be protected in case of misuse. The code was easily accessible when calling 999. (ii) Cllr Parker reported that he was still unhappy with the activity of some of the district councillors for the area. It was agreed that the input of district councillors would be welcomed particularly on issues such as the Local Plan and the community centre. The agenda could be constructed to ensure that these issues could be at the start of the meeting. It was acknowledged there was some disappointment that councillors had not yet met all of the district councillors but Cllr Roberts would invite them to attend to discuss relevant issues on which they may be able to advise.

**22. Date of Next Meeting:** Wednesday 8 November 2017 in the village hall at 7.30 p.m.

Signed..... Date.....