

**Minutes of a Little Chalfont Parish Council meeting
Held in the Village Hall, Cokes Lane, Little Chalfont
Wednesday 10 October 2018 at 7.30pm**

Present: Cllr D Alexander; Cllr B Drew; Cllr M Crowe; Cllr I Griffiths (chairman); Cllr C Ingham; Cllr M Parker; Cllr V Patel; Cllr D Rafferty; Cllr J Walford.

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

In attendance: Mrs N Meldrum (Parish Clerk)

1. **Apologies for absence:** District Councillor Cllr C Jackson.
2. **To receive and approve the minutes of the Parish Council meeting held on 12 September 2018:** The minutes had been previously circulated. Cllr Ingham asked for additional clarification on item 17 to include a reference to Preferred Option 6. The minutes were then approved. The Chairman signed the minutes as a correct record of the meeting.
3. **Declarations of Interest:** None.
4. **Approval by Chairman of items for any other business:** (i) Liaison with shops in Little Chalfont; (ii) Vandalism and antisocial behaviour; (iii) Signage.
5. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes):** Not applicable.
6. **Chairman's Report:** The report had been previously circulated.
7. **Clerk's Report:** The report had been previously circulated.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) Westwood Park. Cllr Crowe reported that investigations had begun with contractors to resolve the drainage problems in parts of the park. Research was also taking place about the use of temporary toilets in the holiday periods. (ii) Nature Park. Cllr Walford reported research to install security cameras at the entrance of the Nature Park with the possibility of this being extended within the park had begun. Investigations were also underway for additional picnic tables. The Park Ranger role was being taken forward with a different method. It was confirmed that the parish council would not be responsible for any CRB checks or expenses relating to this.
9. **Financial matters:** (i) List of payments and cheques to be signed. This had been circulated. All payments were approved. (ii) Income and Expenditure sheet. This had been circulated. Cllr Parker asked about the level of repairs and maintenance at the village hall. The increase was due to the expenditure following the small fire. The clerk was dealing with the insurers about this. Cllr Drew noted there were two lines relating to repairs and maintenance in the Nature Park. **Actions: Natasha Meldrum** (iii) LCPC bank accounts. Councillors ratified the decision to set up a 1 year banking bond with Santander with a level of interest of 0.50%pa.
10. **Parish Council newsletter.** Cllr Walford reported that she had received most articles for the newsletter. It was likely that the planning application for community centre would be the main article. Cllr Crowe suggested that a leaflet could be enclosed following the scam campaign by the street association group. Adrian Lockyer would need to be informed of this addition. **Action: Natasha Meldrum.** Cllr Parker noted the references to vandalism in the village and queried if this should be noted in the newsletter. Cllr Walford confirmed that there are some references already and further note could be made in the Chairman's column.
11. **Remembrance Sunday parade and ceremony:** Cllr Griffiths reported that a meeting had taken place with the organisations involved in the service. It was noted that a service would first be held at the Methodist church at 9.30am to which councillors were invited to attend. Cllr Griffiths confirmed that he would attend. Cllr Crowe and Cllr Ingham agreed to help set up for the service at the war memorial. Cllr Drew agreed to help with the organisation when the members of the public were

- arriving for the service. It was asked when the silent soldiers would be installed. The Clerk reported she was investigating when they would arrive as there had been a delay. **Action: Natasha Meldrum.**
- 12. Westwood Park:** The Clerk had previously circulated details of the essential items required for the playground as detailed in the ROSPA report, together with the costs. Information about a replacement birds nest and element on the Titan swing had also been circulated. Cllr Griffiths asked about the level of funding allocated to Westwood Park. It was confirmed that these costs could be met. Councillors agreed to approve all the items for the playground.
- 13. Budget 2019-20.** Cllr Griffiths reported that Melanie Davis had agreed to help out with the work on the budget allocation once again. Cllr Griffiths asked if there were any new projects which should be considered for the forthcoming financial year. Cllr Alexander suggested that wildflowers could be planted at the entrances to the village. It was agreed that wildflowers in Bell Lane could be planted again. The Clerk gave a short overview of the plans for bulbs and wildflowers in the village. Surfacing in the Westwood Park car park was also an important project.
- 14. Christmas lights:** Quotations for the running costs of the Christmas lights had also been previously circulated. It was agreed that an additional £260 could be allocated to the Christmas lights project, in addition to the previously agreed budget of £1000. It was agreed that Sparkx would be the contractor.
- 15. GDPR:** Cllr Griffiths reported the issues of a potential data breach if councillors used a personal email address. It was agreed to set up a session or telephone support for councillors who needed to set up parish council email addresses. The Clerk will arrange this. **Action: Natasha Meldrum.**
- 16. Community Centre (discussed as item 6 on the agenda):** Cllr Drew gave a full explanation of the current position with the planning application for the community centre. Chiltern District Council had asked for an extension of time until 8 October but the application was not on the agenda for 4 October. The parish council has been assured that the application will be heard on 1 November. It was noted that the Highways report was still awaited. Cllr Drew reported that the option of going to appeal on the basis of non-determination had been considered but the working party recommended that the application should be heard locally first. Councillors agreed with this approach. It was noted that the further extension had not been formally requested. Cllr Drew raised the issue of additional reports required. Following the comments in the ecology report posted on the CDC website, it was agreed that an update to the original report could be commissioned to highlight the issues regarding ancient woodland and the mitigation also previously agreed. Further advice from the planning consultant would also be sought in the light of the introduction of the new National Planning Policy Framework which encouraged more consideration of local needs and the demand of the community. Cllr Tett agreed to follow up the delay with the Highways report. **Action: Natasha Meldrum.** The link with the Local Plan was discussed. Cllr Drew also asked councillors for a decision on who should represent the parish council. After a discussion it was agreed that the lead architect for the project would be asked to speak if available. **Action: Natasha Meldrum.** It was confirmed that a letter would be sent to all district councillors on the planning committee prior to the meeting highlighting the key issues and the extent of community support behind the project.
- 17. Parking review (discussed as item 7 on the agenda):** Cllr Parker reported that he had been liaising with Bucks County Council on the following the informal consultation. Two queries had been raised. One concerned the double yellow lines at the entrance to Snells Wood Court. This issue had been clarified with Transport for Bucks. With regard to Chalfont Avenue, an enquiry had been raised if the restrictions should be extended to also include Sunday. As previously agreed by the Parish Council, a further informal consultation had taken place, with a very large majority of residents in favour. A response had also been received from the Methodist church highlighting difficulties for some more elderly members of the congregation to access the church if restrictions were in place. The issue of

displaced parking was also raised, together with the level for enforcement on a Sunday. On a vote, the majority of councillors were in favour of restriction on Monday – Saturday only. **Action: Cllr Parker** to inform TfB.

- 18. Devolved services contract:** Information about another fund associated with the devolved services role had been circulated. The Clerk explained how some other parishes were planning to undertake the new work. It was noted that this fund would enable some of the smaller tasks in the village to take place. There was concern about the levels of communication which could occur with the work associated with the fund. It was agreed to see how the parish councils who already started to take part in the project felt it was progressing. **Action: Natasha Meldrum.**
- 19. Health and Safety report:** The updated report had been previously circulated. The report was approved. A specific fire safety policy would be circulated following the fire risk assessment and consultation with the relevant working parties.
- 20. Dog bins:** Further information regarding new dog bins had been requested and previously circulated. Area discussed included Long Walk, Stony Lane, Westwood Park and the village green. After a discussion it was agreed an additional dog bin should be installed at Westwood Park adjacent to the old playground. The parish council would also ask for the existing bin in the village to be moved onto the village green. **Action: Natasha Meldrum.**
- 21. Grit bins:** A request for information about the requirements for grit bins was included in the LCCA newsletter. Two grit bins had been provisionally agreed dependent on costs. Costs from Transport for Bucks were £450 per bin which included installation and salt. Refills would also be included in this price. It was agreed that the following locations would be put to TfB for approval for a new grit bin – Cavendish Close, Bell Lane and Oakington Avenue. It was noted that a grit bin had been removed in Chenies Mews as it had been found to be damaged. The Clerk would contact the developer in the first instance as the original location was not eligible for the replacement TfB grit bin. **Actions: Natasha Meldrum.**
- 22. Street lighting:** Cllr Griffiths reported a meeting taken place with the current contractor for the street lighting maintenance to discuss the supply of existing street lamps. It was noted that the technology had reached a reasonably steady state with regard to LED lamps. The Clerk will investigate to see if a Salix loan would be appropriate and report back findings on a possible LED tender at the next meeting. Cllr Drew suggested that the inventory of columns should be examined as part of this process as some columns were now quite old. **Action: Natasha Meldrum.**
- 23. Local Plan (discussed as item 8 on the agenda):** It was reported it was thought the next consultation on the draft Local Plan could be in spring 2019. Consideration was also taking place about a traffic survey in Burtons Lane. The MVAS could be used to facilitate this.
- 24. Renewal of street lighting electricity contracts:** No information had yet been received from LSI and was expected towards the end of October. The Clerk will notify the company about possible plans with regard to LED lighting. **Action: Natasha Meldrum.**
- 25. Salvation Army recycling bank:** It was agreed not to pursue this proposal due to location and impartiality reasons.
- 26. Little Chalfont Parish Council meeting dates 2019:** These dates had been previously circulated and a correction to the July 2019 date noted.
- 27. Reports and Notifications.** All reports listed were noted.
- 28. Any Other Business** (i) Liaison with local shopkeepers: Cllr Griffiths reported that he had attended a workshop on tourism in the local area. A proposal had been made to encourage local shopkeepers in the village. Cllr Griffiths asked councillors to consider volunteering to undertake this role in conjunction with the LCCA. (Cllr Parker has subsequently volunteered.) (ii) Vandalism and antisocial behaviour: Cllr Patel reported that he had received information of antisocial behaviour and vandalism

in the Bell Lane / Elizabeth Avenue area particularly on the weekend evenings. The police had been informed. It was agreed that the Clerk would contact the PCSOs to ask them to patrol the area.

Action: Natasha Meldrum. (iii) Signage: Cllr Crowe raised an issue arising from the Nature Park Management Group that signage to the Nature Park was yet displayed in the village. The Clerk had contacted a number of companies and Chiltern District Council in order to add to and update the directional sign adjacent to the village green but this had not been successful. It was agreed that prices for a new directional sign would be sought to include the Nature Park. **Action: Natasha Meldrum.**

29. Date of Next Meeting: Wednesday 14 November 2018 in the village hall at 7.45pm (following a planning meeting which will commence at 7pm).

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