

**Minutes of a Little Chalfont Parish Council meeting
Held in the Village Hall, Cokes Lane, Little Chalfont
Wednesday 12 December 2018 at 7.45pm**

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

Members of the public: Mr J Brooks, Mrs R Dale, Mr J Fantes, District Councillor Cllr C Jackson; County Councillor Cllr M Tett.

In attendance: Mrs N Meldrum (Parish Clerk); Miss S Matthews (Assistant Clerk)

1. **Apologies for absence:** Cllr M Crowe.
2. **To receive and approve the minutes of the Parish Council meeting held on 14 November 2018:** The minutes had been previously circulated. Some small amendments had been suggested by Cllr Drew and Cllr Parker. These changes were agreed and the minutes were approved. The Chairman signed the minutes as a correct record of the meeting.
3. **Declarations of Interest:** Cllr Griffiths is the parish council representative for the Community Library and his wife is a volunteer at the library.
4. **Approval by Chairman of items for any other business:** None.
5. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes):** Mr Brooks acknowledged that the grant application and case study of the Community Library had already been sent to councillors. He noted that the parish newsletter had recognised the library as a key achievement in the village and was grateful for the previous funding from the parish council. He stated the absence of the library would be perceived as a detriment to the community. He acknowledged the relatively large reserves held by the library and highlighted the new plan with regard to reserves. Of the reserves, two thirds represented running costs for two years and with a proportion for maintenance reserves. The Library committee felt these reserves were prudent given uncertainty about the receipt of grants. Maintenance to the interior and exterior of the library was required over the next year. Mr Brooks reported the difficulty in finding grant sources for running costs. Cllr Alexander asked about the number of library members and what proportion were children. It was not possible to give exact numbers as anyone with a Bucks CC library card was eligible, however, most of the clientele were either older and very young members of the community. Cllr Parker asked why the reserves policy had changed to incorporate two years reserves. Mr Brooks said this was due to long term commitments which needed to be taken into account. There was also uncertainty of the Bucks County Council grant with the transition to a unitary authority. Donations from the general public had also reduced. Cllr Griffiths asked what the funding would be used for. Mr Brooks reported it would be for the general fund.
6. **Chairman's Report:** The report had been previously circulated.
7. **Clerk's Report:** The report had been previously circulated. Progress on the installation of cycle racks with advertisements was noted. It had been previously agreed that businesses could contribute to the installation and the signage. This was expected to be a cost of £135. Cllr Drew suggested that the signage should stay in place for three years.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) LCCA. Cllr Parker reported that a recent meeting had discussed the Christmas lights and the MediSos system which was being trialled in the area. A project between Dr Challoner's High School, Little Chalfont Primary School and Halifax House was also highlighted. (ii) Nature Park. Cllr Walford reported that two people had volunteered for the role of Park Ranger. Interviews will be conducted by the Management Group. Cllr Rafferty asked if the Park Ranger would be DBS checked. This was

confirmed. (iii) GE Healthcare: Cllr Patel reported that production at the Grove Centre would cease after 78 years. The workforce would reduce in 2019 and Pollards Wood would be mobilised. Some people would be employed in other similar organisations or employment agencies. Decommissioning will continue. Other changes will include the main gatehouse being moved to the rear of the complex and Chilcott House will be demolished in January. The waste systems would also be moved to the rear of the site. It was expected the site would be deregulated by 2020. (iv) Street associations: Cllr Alexander reported that momentum was growing using the Neighbourhood Watch network but the new GDPR regulations made it more difficult to spread information. Positive feedback had been received regarding the scam information in the newsletter.

9. **Financial matters:** (i) List of payments and cheques to be signed. This had been circulated. Cllr Parker asked about the detail of the expenses. All payments were approved. (ii) Income and Expenditure sheet. This had been circulated. Cllr Parker about the budget line for public relations. This includes the parish council newsletter. This latest edition had increased to eight pages and the difference in costs was being shared with the LCCA..
10. **Grants and donations. (i) Little Chalfont Community Library:** (this section discussed as item 6) Cllr Griffiths highlighted the level of funding in previous years and noted that the parish council had always said the Library could approach the parish council if it was in financial difficulties. Support had been given to the Library this year for the paving outside the Library. Councillors acknowledged that the Library was an important community asset and there was a discussion about the level of funding to allocate to the Library. Cllr Walford proposed £4,000 should be allocated which was seconded by Cllr Alexander. A vote was taken and a majority of councillors supported this proposal. It was noted that the Library would be informed the parish council could be approached if unexpected circumstances occurred. (ii) Chiltern Dial-a-Ride. It was agreed that £300 would be given to this organisation. (iii) LCCA. It was agreed that £100 would be donated in recognition of the help the LCCA had given in the organisation and delivery of the newsletter. (iv) Chiltern Citizens Advice Bureau. It was agreed that £500 would be given to this organisation. The Clerk will notify all of the organisations. **Action: Natasha Meldrum.**
11. **Community Infrastructure Levy consultation:** Cllr Ingham had circulated a draft response to councillors. There were no further comments and the draft was agreed. Cllr Ingham gave an overview of the contribution which stated that three Little Chalfont projects: the community centre, the pavilion and the playing pitches had been omitted. Cllr Parker noted that strategic sites (such as the preferred option sites) were unlikely to be covered by the CIL. Cllr Parker also noted the Bucks Infrastructure Survey of which Bucks County Council was a statutory consultee but no reference was made to this in the paper. The Clerk will send the response to the CIL consultation. **Action: Natasha Meldrum.**
12. **Chiltern Revitalisation Capital Fund 2018/19.** Information about this fund which could be allocated on projects undertaken jointly with the LCCA. Suggestions included the directional signs for the village, the Westwood Park car park resurfacing and improvements to the village green area.
13. **Parking:** Cllr Parker reported that the formal consultation had begun and would continue until 3 January. Once a decision had been made, it was expected that any implementation would take place in mid March. Cllr Parker also highlighted an issue which had been raised by a local business regarding difficulties of parking for staff. It had been suggested that a portion of the car park could be allocated for businesses at a subsidised rate. It was assumed that the district council would expect the parish council to fund any changes to the current system. A variety of opinions were discussed expressing sympathy with the businesses but also acknowledging the importance of the car park for shoppers, and in turn the businesses.

14. **Directional signs:** Further information had been discovered since the previous meeting. A wooden sign was comparable in cost from one supplier but were not recommended as would not be so hard wearing. Other companies did not supply In wood. It had been suggested that a distinct arrow should be added to indicate the defibrillator. Cllr Alexander suggested signs could be created for every shop to mark the location of the defibrillator. Cllr Alexander also suggested a map could be created to mark the facilities in Little Chalfont. Cllr Drew reported this had been investigated before and had not been feasible. It was noted that permission would need to be sought from Bucks County Council to place a directional sign in Station Approach. It was agreed that the Clerk will organise the amount of arrows required. The parish council agreed that the signs should be produced by the most cost effective supplier. **Action: Natasha Meldrum.**
15. **Budget Preparation 2019-20 and Precept.** Cllr Griffiths reported a further meeting had taken place with Cllr Griffiths, Cllr Parker and Melanie Davis. The current level of the precept was a 2.95% increase. This included an estimate on the transfer to LED lighting over a period of five years and an estimate of costs required for an appeal against the refusal of the planning application for a new community centre. An estimate had also been included for work on the Local Plan. Cllr Parker noted that given recent expenditure some budget lines may need to be revisited. It was also noted that the Council Tax Base had been reduced again. Cllr Alexander asked if any grants were available from HS2. It was agreed to monitor the grants issued by HS2. **Action: Natasha Meldrum.** All councillors will consider any other projects which could be undertaken in 2019-20. **Action: All.**
16. **Community Centre:** Cllr Drew reported that a meeting had taken place with the planning consultant who had recommended the option of the Community Right to Build. The Community Buildings Working Party had taken on board all of the advice on the two options and highlighted the outstanding land issue between the village hall and the Snells Wood car park. Agreement was required in principle about the transfer of land. It was agreed it would be useful to arrange a meeting with Chiltern District Council but noted the length of time experienced previously when organising meetings with CDC. It was agreed to write to the district council setting out the options and requesting a meeting. Cllr Drew agreed to draft the letter and circulate to councillors shortly. **Action: Cllr Drew.** It was hoped to receive a response in early January. Cllr Drew reported he had also asked the architects for a review of building costs.
17. **Computer issues:** In the light of the recent problems with the email system, a proposal had been circulated to councillors to create a more robust system and to align the office computers onto the same version.. Cllr Alexander suggested using laptops on a permanent basis. It was agreed the Clerk will look into the feasibility of this in time for the next parish council meeting.
18. **Finch Lane:** The quotes received to date regarding the pond and new tree were examined. Further quotes would be presented to the council at a future meeting.
19. **Reports and Notifications.** All reports listed were noted.
20. **Any Other Business:** None.
21. **Date of Next Meeting:** Wednesday 9 January 2019 in the village hall at 7.45pm (following a planning meeting which will commence at 7pm).

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