

**Minutes of a Little Chalfont Parish Council meeting
Held in the Village Hall, Cokes Lane, Little Chalfont
Wednesday 14 November 2018 at 7.45pm**

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: Mr I Golton, Ms M Bradshaw, Mr R Funk.

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

1. **Apologies for absence:** District Councillor Cllr C Jackson and County Councillor Cllr M Tett.
2. **To receive and approve the minutes of the Parish Council meeting held on 10 October 2018:** The minutes had been previously circulated. Comments had been received from Cllr Parker on the parking item and a clarification had been added about the Christmas lights. The minutes were 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) Parking; (ii) Trim Trail signage (Westwood Park); (iii) Additions to parish council website.
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. Cllr Griffiths alerted councillors that the town and parish elections may be delayed until 2020 as a consequence of the decision made to create a unitary authority.
7. **Clerk's Report:** The report had been previously circulated. The Clerk highlighted the costs which had been investigated regarding a directional sign. Cllr Alexander asked for costs for a wooden sign post. Cllr Drew suggested having two signposts with an additional sign adjacent to the entrance to the station. The Clerk will get further information and report back to the next meeting. **Action: Natasha Meldrum.** Cllr Ingham noted the sign regarding the defibrillator needed to be updated in the village green noticeboard. **Action: Natasha Meldrum.** The installation of the silent soldiers was discussed. It was agreed they would remain in position until Christmas and be installed again in October until December each year.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** (i) Westwood Park. Cllr Crowe reported that investigations were continuing regarding resurfacing in the car park, the installation of the defibrillator and the outcome of the meeting with the fire risk assessor. (ii) LCCA. Cllr Parker had corresponded by email the issues raised and they were noted. (iii) Street Association's. Cllr Alexander highlighted a potential social gathering for Neighbourhood Watch co-ordinators to support the street association's idea. Further information will be obtained.
9. **Financial matters:** (i) List of payments and cheques to be signed. This had been circulated. Cllr Parker questioned the two payments to Amersham Town Council. It was noted the invoices for September and October had been submitted in the same month. All payments were approved. (ii) Income and Expenditure sheet. This had been circulated. Cllr Parker asked about the income for The Lodge and also asked for confirmation about the level of repairs and maintenance at the village hall. The Clerk will clarify the content of this line. **Action: Natasha Meldrum.** Cllr Parker also asked if the invoice for the parking project had been received as yet. The Clerk reported it had not and Cllr Parker will follow that up. Cllr Parker agreed to discuss expenditure with the Co-ordination Group regarding the Local Plan. **Actions: Cllr Parker.** (iii) Balance sheet. Cllr Parker noted the issues about the increase in the reserves for Building and Westwood Park respectively. The Clerk will follow up on the technicalities with the support team at RBS. **Action: Natasha Meldrum.**
10. **Budget 2019-20.** Cllr Griffiths, Cllr Parker and Melanie Davis had met with the Clerk to discuss the first draft of the budget for 2018-20. It was reported that there were likely to be two significant

additional items to consider – the community centre and upgrade to LED street lighting. The level of projected expenditure for the Local Plan also needed to be considered. The level of the proposed precept was around the level of inflation. The draft spreadsheet will be circulated. **Action: Natasha Meldrum.**

11. **Newsletter:** Cllr Walford reported that another draft of the newsletter had been circulated with the final draft to be issued on Saturday. Delivery was scheduled for the weekend of 24 November.
12. **Community Centre:** Cllr Drew confirmed the earlier notification that the planning application had been refused. There was a discussion about the process of the planning application – both from its submission and the meeting itself. Cllr Drew reported the parish council had two options to pursue the building of a new community centre. One option was an appeal which could comprise of three different options from written representations, a hearing and a public inquiry. The second possibility was through the Community Right to Build. Further advice was awaited from the planning consultant. A vote was taken on the proposal to continue with the community centre project. Cllr Drew was minded to appeal against the planning decision but would reserve judgement until advice from the planning consultant had been received. The motion was proposed by Cllr Drew and seconded by Cllr Alexander. The vote was unanimous. The second issue discussed was the manner in which the planning application was processed by Chiltern District Council. There were a number of issues of contention including additional time taken by CDC that had not been requested or agreed with the parish council. In addition, the case officer's report did not offer a balanced view and did not take account of the mitigation offered by the parish council and the very special circumstances including the overwhelming support of the residents in community. The advice offered by the previous head of planning development at CDC had also been disregarded. Overall, it was felt a formal complaint by the parish council would not be constructive but Cllr Parker suggested a meeting could be organised with the Chief Executive of CDC to explain the concerns about the process.
13. **Signage to Old Saw Mill estate:** Cllr Drew reported correspondence he had with Gary Grant of The Entertainer. Mr Grant had been contacted by Bucks County Council to remove a sign on Bell Lane directing vehicles to the delivery site. It was noted that if the signs were not in position there was a danger that lorries could drive past the business park and, as frequently occurs, get stuck at the bottom of Bell Lane. The parish council confirmed it was content for the lamp posts to be used for this type of signage. It was suggested that different wording could be used to comply with the Bucks County Council regulations but still direct the traffic effectively. It was agreed that Cllr Griffiths would speak to Cllr Tett about this proposal. **Action: Cllr Griffiths.**
14. **Fire risk assessments:** Cllr Griffiths reported that he and the Clerks had met with the fire risk assessor who had examined both the village hall and Westwood Park. The final reports had not yet been received however it was noted that in general the village hall had a few small recommendations but no major changes were required. It was expected that the pavilion at Westwood Park would have more recommendations due to the timber material and the layout of the building. Once the outcomes of the reports are clear, further work will take place to meet the recommendations.
15. **Street Lighting.** Cllr Griffiths reported that investigations had taken place into a Salix loan which was available for local authority street lighting conversions to LED lamps. He reported it would be an interest free loan which would be paid over a period of five years. Cllr Parker had examined the small print with regard to the loan. It was queried what would happen if the condition on the CO2e expired. The Clerk will check the arrangements. Cllr Patel asked if the LED lamps would be dimmed. The Clerk will continue the work for a Salix loan application and also a tender exercise for contractors. **Action: Natasha Meldrum.**
16. **Grounds maintenance and devolved services tender process:** The Clerk reported that recent information had been received from Bucks County Council to inform that the devolved services contract would be reduced from four years to one year in the light to the change to a unitary

authority in the area. It was agreed that the Clerk would seek advice from BALC on the way forward for the parish council agreement with contractors. Cllr Drew and Cllr Griffiths agreed to review the specifications for the tender exercise. **Action; Natasha Meldrum, Cllr Drew, Cllr Griffiths.**

- 17. Review of street lighting electrical contracts:** The three quotes obtained by LSI had been previously circulated. It was agreed that the LSI negotiated deal with SSE would be accepted. The Clerk will make the arrangements. **Action: Natasha Meldrum**
- 18. CPRE membership:** It was agreed to renew the membership of this organisation. **Action: Natasha Meldrum.**
- 19. Christmas lights:** Information regarding future years funding for Christmas lights had been circulated to councillors previously. It was noted that the costs were expected to rise for the next two years due to the new lights which were being purchased and the consequent testing and inspection required.
- 20. Remembrance Service:** There had been a good attendance at the Remembrance Service, however despite using different equipment there were still problems experienced with the sound system. A few other issues such as microphones for readers, the Reveille, and the ending of the service were raised for next year.
- 21. Reports and Notifications.** All reports listed were noted. Cllr Ingham raised the item (x) regarding the Community Infrastructure Levy and agreed to examine the paperwork and report back to the next meeting. **Action: Cllr Ingham.**
- 22. Any Other Business** (i) Parking. (discussed under item 6) Cllr Parker gave an update on the parking consultation in the village. He had contacted Bucks County Council regarding the next stage which will mean the proposed changes will be documented and advertised. It was estimated the formal consultation will commence around 6 December. Cllr Parker outlined the results of the informal consultation which will be included in the forthcoming newsletter. The proposed 1 hour restriction in Linfields was well supported, and it had been agreed that the restrictions would be enforced in Chalfont Avenue on Monday – Saturday due to enforcement issues and the response from the Methodist church. All other items in the informal consultation had been accepted. (ii) Trim Trail signage (Westwood Park): Cllr Crowe raised that new instruction signs were required for the Trim Trail as the originals had been damaged. It was noted the signs were important for users of the equipment in case of injury. Cllr Crowe suggested that the signs could be produced in an alternative material. (iii) Additions to parish council website. Cllr Crowe reported that additional information was available for residents relating to scams. It was agreed that these links could be added to the website. The Clerk will liaise with the webmaster.
- 23. Date of Next Meeting:** Wednesday 12 December 2018 in the village hall at approximately 7.45pm (following a planning meeting which will commence at 7pm).

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