

Minutes of a Little Chalfont Parish Council meeting
Held in the Village Hall, Cokes Lane, Little Chalfont
Wednesday 10 April 2019 at 7.45pm
(following a planning committee meeting which commenced at 7pm)

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

Members of the public: None.

In attendance: Mrs N Meldrum (Parish Clerk).

1. **Apologies for absence:** Cllr M Crowe; Cllr D Rafferty; Cllr C Jackson (District Councillor);
2. **To receive and approve the minutes and the confidential minutes of the Parish Council meeting held on 13 March 2019:** The draft minutes had been circulated. Cllr Parker had previously made some suggestions. These were accepted. The minutes were approved and were signed by the Chairman as a correct record of the meeting.
3. **Declarations of Interest:** None.
4. **Approval by Chairman of items for any other business:** (i) Easter opening hours; (ii) Tree survey; (iii) Nightingales Corner clock; (iv) Silent soldier; (v) Snells Wood toilet exit.
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 circulated. Cllr Griffiths highlighted the installation of toilets at Westwood Park on a temporary basis during the Easter holidays and the summer holidays. He thanked Cllr Crowe and the Assistant Clerk for their work with this project. Cllr Ingham noted it was a big improvement for Westwood Park.
7. **Clerk's Report.** The report had been previously circulated. The Clerk noted the preparatory work in improving the flower bed at Westwood Park and informed councillors about the potential costs. Cllr Drew suggested that an attempt could be made to find volunteers to help with the renovations. A request would be placed in the newsletter. The Clerk informed councillors on the work undertaken by Gill Roberts on the emergency plan. It was agreed that a request could be made in the newsletter for volunteers for example for assistance using a 4x4 or first aiders. **Action: Natasha Meldrum, Janet Walford.**
8. **To receive reports, as appropriate, from members of outside bodies and working parties.**
(i) Little Chalfont Community Library. Cllr Griffiths reported the new Chairman was Graham Yellowley. (ii) Westwood Park. The installation of the toilets had been previously reported. Other maintenance in the playground and improvements such as the change in location of benches was noted. (iii) Nature Park. The Clerk reported the Park Ranger post had been filled. Further work was ongoing concerning signage inside and outside the park. A plant and grass survey was in the early stages of planning.
9. **Financial matters:** (i) List of payments to be signed. The payments had been previously circulated. It was noted that invoices for the LAF projects had been received but not all had been completed. Payment would be issued on finalisation. (ii) Income and expenditure report. Cllr Parker asked about the end year figures. The Clerk reported there was still some information to be added into the accounting system for example the March direct debits and the accruals, debtors and creditors as well as the previously agreed transfers to earmarked reserves at the end of the financial year.

- 10. Insurance:** The renewal policy from the insurance brokers had arrived after some email glitches. The information had been circulated by email. The policy is the third year of a three year agreement. No adverse comments had been received. The policy for 2019-20 was agreed.
- 11. Parish Meeting:** Cllr Griffiths reported that both invited speakers had accepted to speak at the meeting. Gary Grant would speak about his charity Restore Hope and Chris Holden from Bucks and Surrey Trading Standards would speak about scams. The parish meeting would be advertised through a number of routes. Cllr Drew offered to produce A4 and A5 posters for the event. **Action: Natasha Meldrum, Brian Drew.**
- 12. Community Centre:** Cllr Drew confirmed that the planning appeal was currently being produced by the planning consultant and would be submitted by the end of April, in line with the deadline. It was noted that no additional meeting was required.
- 13. Newsletter:** Cllr Walford had produced a revised timetable for the newsletter which was circulated. A list of topics and authors was discussed and would be circulated shortly. It was agreed that the draft Local Plan could be the front page story. **Action: Janet Walford**
- 14. Parking implementation:** Cllr Parker reported that the new parking restrictions had now been implemented and all appropriate signage was in place. Regular checks were made by traffic wardens. It was noted that the GE car park was still open at weekends. Cllr Walford had distributed some publicity about this project to the local shops. The issue of further awareness was also discussed. Cllr Walford reported that a number of shopkeepers had highlighted the problem of parking for staff in the village.
- 15. Local Plan:** Cllr Ingham reported that it was anticipated the draft local plan would be approved in May at the district council cabinet meetings and the consultation was expected to begin in early June until July. The draft plan and any comments submitted by residents to CDC would then be sent to the government inspector. The issue of the reports that the co-ordination group wished to commission was discussed. The Clerk had confirmation from BALC about expenditure on the traffic survey and landscape visibility survey. It was noted that wherever possible three quotes should be sought for parish council work.
- 16. Finch Lane:** Information about the quotations received for work on the pond and also for a replacement tree had been circulated in the Clerk's Report. It was agreed to accept the current grounds maintenance contractors quote and suggestion for dealing with the pond with a staged approach. It was also agreed to plant one new willow tree as a direct replacement. **Action: Natasha Meldrum.**
- 17. Community assets:** Cllr Griffiths reported that at a recent LAF meeting it had been suggested that parish councils find out the details of Chiltern District Council assets in their area. It was agreed the parish council would write to the district council on this basis. Cllr Griffiths agreed to confirm the details with Roger Funk. **Action: Ian Griffiths.**
- 18. Parish council computers:** As previously noted in the Clerk's Report, the anticipated quotes had not yet been received. Cllr Alexander asked if a maintenance element had been included in the specification. It was confirmed this was the case. The Clerk asked about progress on setting up councillor email addresses. The Clerk will follow this up. **Action: Natasha Meldrum**
- 19. Speedwatch:** Cllr Griffiths thanked Cllr Walford for her work with the Speedwatch project. The newsletter would be used to advertise for a new co-ordinator. **Action: Janet Walford.**

- 20. Cleaning contract:** Advice had been sought from BALC about the eventuality of issuing a tender to four companies but not receiving the required three quotes as part of the tender process. It had been confirmed as fulfilling the requirements however it was queried as there was no point of comparison. It was noted that a revised pricing schedules had been received last year from the existing company and this would be a suitable guide for price comparison.
- 21. Community Impact Plan:** The plan had been previously circulated. Thanks were expressed to Roger Funk and the team for its production. Councillors would supply comments direct to Roger by the end of next week. **Action: all.**
- 22. Reports and Notifications:** All items were noted.
- 23. Any Other Business:** (i) Easter opening hours. The Clerk reported the office hours over the Easter holidays. An email would be sent to confirm. (ii) Tree survey. The quote for the survey had increased substantially. It was confirmed that additional quotes would be sought. (iii) Cllr Drew reported that the clock in Nightingales Corner was incorrect on one side. The Clerk would arrange for this to be fixed. (iv) Silent Soldier. The Clerk confirmed the silent soldiers would be removed shortly. (v) Snells Wood toilet exit. Cllr Drew noted that the kerb outside the gents toilets had been damaged and was presenting a trip hazard. The district council had been informed but the danger was still present. The Clerk will contact Chiltern District Council urgently to ensure the matter is corrected as soon as possible..
Action: Natasha Meldrum.
- 24. Date of Next Meeting:** Wednesday 8 May in the village hall at 7.30pm.