

**Minutes of a Little Chalfont Parish Council meeting  
Held in the Village Hall, Cokes Lane, Little Chalfont  
Wednesday 13 February 2019 at 7.30pm**

**Present:** Cllr D Alexander; Cllr M Crowe; Cllr B Drew; Cllr I Griffiths (chairman); Cllr M Parker; Cllr D Rafferty.

**Members of the public:** None.

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

1. **Apologies for absence:** Cllr Ingham; Cllr Patel; Cllr Walford.
2. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 minutes):** N/A.
3. **To receive and approve the minutes and the confidential minutes of the Parish Council meeting held on 9 January 2019:** Both sets of minutes had been previously circulated. The minutes were approved. The Chairman signed the minutes as a correct record of the meeting.
4. **Declarations of Interest:** None.
5. **Approval by Chairman of items for any other business:** (i) Establishment Committee; (ii) Parish Council – 2019-20 (iii) Noise issue in Chenies Avenue; (iv) Parking in Bell Lane; (v) Update on parking.
6. **Chairman's Report.** The report had been circulated and there were no questions about the content.
7. **Clerk's Report.** The Clerk highlighted the issue of online banking. It was agreed that the Clerk would pursue this with TSB so the parish council would be able to make payments electronically and councillors would also approve payments electronically. **Action: Natasha Meldrum.** The request from Better Body Boot Camp to advertise at Westwood Park was noted. It was agreed that a long term advertisement would not be permitted, however the sign would be allowed while the exercise classes were taking place. **Action: Natasha Meldrum.** The issue of GDPR and group emails was discussed. It was agreed that each working party associated with the parish council would be asked if they were content to share their email details. In addition, the option of the blog would be investigated. **Action: Natasha Meldrum.**
8. **To receive reports, as appropriate, from members of outside bodies and working parties.**
  - (i) Nature Park. The Clerk reported that there were two volunteers potentially interested in the role of Park Ranger. Work on signage in the Nature Park also continued. (ii) Westwood Park. Cllr Crowe reported that the defibrillator had been installed. The pavilion was currently being painted and the veranda was being fixed. (iii) LCCA. The plans for the Christmas lights were discussed including the vandalism which occurred on New Years Eve. (iv) Street associations. Cllr Alexander briefly highlighted the history of the street association project, also reporting the event which was organised for Neighbourhood Watch Co-ordinators on 6 February. It was noted that there had been some successes in the project, however it was proving difficult to make a real positive impact in the village. The future of the group had been raised, with the LCCA keen to continue to work on the strategy. It was agreed that, while the parish council were supportive of the aims of the

project, it could not offer further practical support . The parish council would revisit this if new practical ideas to support the scheme materialised.

- 9. Financial matters:** (i) List of payments to be signed. Cllr Alexander suggested that payments which are made on a regular basis could be set up as a standing order. The Clerk will investigate. **Action: Natasha Meldrum.** (ii) Income and expenditure report. The Clerk assured Cllr Parker that the income regarding The Lodge and the Scout storage shed was in hand. (iii) Balance sheet for period 1 October 2018 – 31 December 2018. Cllr Crowe queried the debtors listed. The Clerk confirmed that this was being followed up and further action would be considered. **Action: Natasha Meldrum.**
- 10. Budget 2019/20:** At the last parish council meeting, several issues were raised about changes in specific budget lines. These had been considered and suggested adjustments to budget lines had been circulated to councillors by email for approval. These changes were agreed prior to the information being sent to Chiltern District Council with the precept request. Cllr Griffiths highlighted the changes. The changes were ratified by the parish council.
- 11. Community Centre:** Cllr Griffiths read councillors the letter received from Steve Bambrick regarding the land issue associated with the community centre project. This was noted. There was a full discussion about the next steps for the community centre project following research into the different options including the Community Right to Build. Cllr Drew felt that an appeal would be most appropriate route. Cllr Griffiths raised concerns about the potential costs of an appeal. It was agreed that a budget could be set for this part of the project. A vote was taken and councillors voted unanimously to proceed to an appeal. It was agreed that a figure in the region of £2000 would be appropriate. Cllr Drew agreed to speak to the architects regarding the specific costs of this stage.
- 12. Devolution contract:** A new contract had been received from Bucks County Council as the existing devolution contract with parish councils was due to expire on 31 March 2019. The amendments had been reviewed by Cllrs Parker and Drew and the Clerk and were felt to be in order. Arrangements would be made for signing the agreement. **Action: Natasha Meldrum.**
- 13. To discuss LAF projects for 2019-20:** Cllr Griffiths reported that the bid for a feasibility study for Lodge Lane / Burtons Lane would be put forward for recommendation to the LAF meeting. An application had also been submitted for lighting and CCTV cameras in the underpass connecting Beel Close and Marygold Walk. Some queries had been received which were being dealt with. **Action: Natasha Meldrum.** A response had also been received regarding the application for funding for parking changes in Elizabeth Avenue. A revised plan had been proposed by Bucks County Council. This idea was discussed. It was queried who should be consulted in an informal survey as the potential changes would impact on a range of users, not only residents. Cllr Parker will seek advice from Bucks County Council on this issue. Cllr Parker will also check with Bucks County Council on the progress of the invoice for the wider parking scheme. This was still anticipated to be implemented by mid March. **Action: Cllr Parker.** Cllr Drew also asked about progress on the LAF funded projects for 2018-19. The Clerk will follow up on the outstanding projects. **Action: Natasha Meldrum.**
- 14. Local Plan:** Cllr Parker reported that there was still no definitive information about the areas which would be covered in the next stage of the draft Local Plan. The Co-ordination Group were looking at issues such as monitoring traffic speed and a Landscape Visibility

Assessment. As part of the joint project between the parish council and the LCCA, the community association had already undertaken a significant amount of expenditure on this work this year. Cllr Parker proposed that £2500 from the parish council budget line for the Local Plan could be transferred to the LCCA as a contribution towards the costs of the project. This was agreed.

- 15. Parish Meeting / Parish Newsletter:** The Clerk highlighted the logistical issues regarding the newsletter distribution prior to the Parish Meeting. It was agreed that there were sufficient methods to advertise the Parish Meeting and a likely distribution date would be early / mid May. Final dates would need to be confirmed with Cllr Walford and Adrian Lockyer. **Action: Natasha Meldrum.**
- 16. CSBDC Open Space and Playing Pitch Strategy:** Cllr Ingham had attended the recent session regarding the Open Spaces strategy. His report on the meeting had been previously circulated and was noted. Cllr Ingham was thanked for attending the meeting.
- 17. Trees on Kiln Avenue:** A request had previously been received from a resident for new trees to be planted on Kiln Avenue to avert the parking issues which were occurring in the road. The resident had reported that neighbours in the road were content with the idea. Councillors asked for confirmation about the numbers of the residents who had been consulted and the majority figure. It was noted that funding would need to be secured for this project if it was to go ahead. Concerns were expressed about setting a precedent in this case.
- 18. Proposal for new byelaw:** Cllr Crowe asked if it was feasible for a new byelaw to be considered whereby utility companies could rent the road while undertaking work. A sliding scale could be enacted to encourage utility companies to work more effectively. It was noted that Bucks County Council issue permits for utilities in the road so would not be a parish council responsibility.
- 19. LCPC website:** Cllr Crowe had previously circulated a proposed page on the parish council website regarding information on scams. Cllr Parker asked if there were any copyright issues. Cllr Crowe reported that all the documents / videos were available on You Tube so there was open access. It was agreed that this information would be placed on the website. Information would be placed in the newsletter and other local publications to direct residents to the page.
- 20. Parish office computers:** Cllr Crowe reported that further research had been undertaken into an update to the ageing software and possible change to part of the hardware. It was suggested that different licences may be more cost effective. Different options would be investigated for discussion at a future parish council meeting. **Action: Cllr Crowe / Natasha Meldrum.**
- 21. Reports and Notifications:** All items were noted.
- 22. Any Other Business:** (i) Establishment Committee. It was agreed that this group would meet on 4 March at 11.30. (ii) Parish council 2019-20. Following the cancellation of the parish council elections in the light of the move to a unitary authority, Cllr Griffiths reported he had spoken to all councillors about their position for 2019/20. Cllr Griffiths reported that all councillors were content to stay in post for an additional year. (iii) Noise issue in Chenies Avenue. Cllr Crowe reported some anti-social noise which had occurred at a property in Chenies Avenue. This had been reported to the police. It was agreed that further advice would be sought from the PCSOs. **Action: Natasha Meldrum.** (iv) Parking in Bell Lane. Cllr

Drew highlighted the increase in the cars parking on the bridge and on the pavement in Bell Lane. Several reports had also been made to the parish office and the PCSOs and TfB had been informed in addition to the emergency number being issued. The Clerk will highlight the issue again to the PCSOs. **Action: Natasha Meldrum..**

- 23. Date of Next Meeting:** Wednesday 13 March in the village hall at approximately 7.45pm . This meeting will follow a planning committee meeting which will commence at 7pm.