

Minutes of a Little Chalfont Parish Council meeting

Held on Wednesday 24th June at 10am via Zoom

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

Members of the public: Cllr D. Bray, Cllr G Harris (Left meeting early), Mr R Funk (joined later in meeting).

In attendance: Mrs F Copp (Parish Clerk) Ms S Matthews (Assistant Clerk)

1. **Apologies for absence.** Cllr C. Jackson, Cllr C. Jones
2. **To receive and approve the minutes of the meeting held on 20 May 2020 via Zoom.** The minutes had been previously circulated. They were accepted and were approved. The Chairman signed the minutes as a true record of the meetings.
3. **Declaration of Interest.** There were no declarations of interest.
4. **Approval by Chairman of items for any other business.** Cllr I Griffiths requested for Lodge Lane/Burtons Lane junction to be an item for any other business. The Chairman Cllr B. Drew agreed.
5. **To accept the resolution that standing orders be suspended to allow members of the public to speak for (10 mins).** Cllr G Harris Introduced himself and spoke to the meeting about the new 'Community Boards' and his representation on the new Amersham Board. He explained that Little Chalfont comes under the Amersham Board with Chesham Bois and Amersham. They have replaced the LAF body since the Unitary alinement, and hope to keep a local feel to the boards and be a bridge between Buckinghamshire Council and local Parish Councils/Town Councils. The first meeting will be in July but due to Covid -19 will be a smaller online meeting with a larger meeting being proposed for September. Parish Councillors would be invited to propose agenda items and issues they would like considered.
6. **Chairman's report.** The report had been circulated prior to the meeting. Cllr B Drew wished to express his thanks to Gill Roberts who has previously been a Parish Councillor and Chair of the Parish Council and is at present Chair on the Nature Park Committee. She has moved away for the area but has still continued to give a great deal of time and commitment to Little Chalfont. She will now however be standing down from the Nature Park committee. All councillors acknowledge that she has been a great asset to the community and a letter of thanks will be sent to her.
7. **Clerk's report.** The report has been circulated prior to the meeting. Most items would be included in the agenda however it was noted that hedging and overgrown vegetation in the area would be monitored and reported to either local residents if on private properties, or to Amersham town Council and Buckinghamshire County Council as appropriate. The Community Boards were discussed further as Lizzie Wright had been in contact with the clerk to start direct communication. The clerk also informed the meeting that the work repairing/renovating the two back to back benches on the village green would commence soon.
8. **To receive reports, as appropriate, from members of outside bodies and working parties.**

Cllr I. Griffiths reported on the Library. The provisional date for the library to reopen is 4th July. The hours will be Tuesday all day, Thursday all day and Saturday morning. There will be a maximum of 4 customers in the main area and the Children's area at any one time, and 1 customer in the computer area. There will be a review after 1 month.

Cllr J. Walford reported that a Nature Park meeting was to be held on 7th July 2020.

Cllr D Alexander reported that at present regular users of the Village Hall are not considering returning as yet if the hall was reopened soon.
9. **Report on the Accounts 2019/20.** The report had previously been circulated. The Chairman thanked the clerk for all her work on the end of year accounts. Cllr M. Parker proposed for the accounts to be approved and signed off Cllr D. Alexander seconded. All councillors approved and also expressed their thanks. It was acknowledged that the new financial year income and expenditure status report would be presented in the July parish council meeting.
10. **Internal Audit Report 2019/20:**
 - (i) To note the outcome of the audit and receipt of the report and to discuss the draft response;
 - (ii) Internal review of internal control to be conducted.

Cllr. B Drew had asked Cllr M Parker to draft a response re the internal audit of the internal control conducted. This report had been circulated prior to the meeting and all councillors approved. Cllr B Drew expressed his thanks to Cllr Parker for his work on this and on other council matters.

11. External Audit Report 2019/20:

- (i) Annual Return 2019/20 – This has been circulated and was signed by the Chairman in the zoom meeting.
- (ii) Notice of appointment of date of the exercise of public rights – The announcement will be made on 26 June 2020 and that the period during which interested persons may inspect the accounts runs from 29 June 2020 until 7 August 2020.

12. Financial Matters:

- (i) Minute list of payments for June 2020 approved and paid as circulated on 10 June 2020. This was approved.
- (ii) Schedule of S137 payments 2019/20 had been circulated and approved.
- (iii) Reserves. It was noted and acknowledged that the contingency reserve and general reserve would be combined in the future when reserves are shown in the accounts.

13. Beel Close update. Mr Day's the trainee solicitor for TFL has been in contact with us and requested for the spec to be modified just showing the land that they own. We have modified this and returned it to them and are awaiting a response.

14. MHCLG application update. We are still waiting for a response to our application.

15. Business Grant application. We were successful in our application for the grant of £10,000 which would help with the loss of income from the village hall and Westwood Park. *Mr R Funk joined the meeting.*

16. Rowood Farm Lodge Goods Vehicle Licence Application. The Parish Council reaffirmed the view, taken by councillors at their informal meeting on 17 June, that the Parish Council should ask Buckinghamshire Council to object to the application to the Traffic Commissioner for a goods vehicle licence to allow Rowood Farm Lodge to be used as a goods vehicle operating centre. The Council approved the letter sent to Buckinghamshire Council by the Parish Clerk on 17 June, and decided to pursue the matter with Buckinghamshire Council.

17. Cokes Lane Feasibility Study update. The siding out work agreed at the last parish council meeting will be done shortly and then the site will be reviewed to decide if further work is required.

18. RoSPA Reports. The reports had been previously circulated. Ms S Matthews took the meeting through the RoSPA reports. Most issues mentioned in the reports are categorised as low risk. Amersham Town Council have been given a list of repairs to implement and other areas will be monitored. Risk assessments will be completed for all areas and Mr R. Funk will follow up on the Woodland Den.

Cllr G Harris left the meeting.

19. Tree Survey update. The final quotes for work required to be done from the tree survey are being requested and will be presented at the Parish Council meeting in July.

20. Community Centre. Update. Various ways forward were discussed and it was proposed :-'The parish council remains dedicated to providing a suitable building, on the existing village hall site, for the benefit of the local community and will continue to work towards this goal'. Proposed by Cllr B Drew seconded by Cllr J Walford. All councillors agreed.

21. Local Plan. Update Cllr. Ingham reported that the Examination in Public had not yet been rescheduled. Buckinghamshire Council had asked for a hearing on the planning inspectors' criticism of the performance of the former Chiltern and South Bucks Councils in their Duty to Cooperate with Slough Borough Council. The two sides were now discussing how this hearing might be arranged.

22. Parking Issues. Nothing to report.

23. Parish Council Grants. Nothing to report.

24. LCCA Newsletter. Cllr J Walford is preparing articles for submission and will circulate them with input from Cllr B Drew.

25. Little Chalfont Parish Council - Website accessibility requirements for 23 September 2020. The requirements for this have been circulated to councillors as well as the comprehensive document from Don Marshall re the checks that have been performed and the work needing to be done for us to be compliant with regulations coming into force. A cost of £750 + Vat will cover all work required. This cost was approved by all councillors. Proposed by Cllr B Drew and seconded by Cllr M Parker.

- 26. Update on actions relating to the coronavirus pandemic including closure of tennis courts.** It was acknowledged that Government guidelines are being updated regularly and the requirements for opening up areas are changing at present with regards to social distancing and also that more areas are going to be able to be opened up. It was agreed that areas should be opened as soon as possible but only when risk assessments have been carried out and all work required has been carried out to make sure opening up or area are as safe as possible and follow guidelines. With regards to opening up of the shops in Little Chalfont and this leading to more pedestrians and cars being out, it was decided that parking being available at Cytiva during the week as well as weekend would be very beneficial to help with social distancing. Signs will be looked at with regards to this to let residents know they are able to park at Cytiva. Mr R Funk to look at this. Other signs have been put up in various locations in Little Chalfont to remind people with regards to social distancing etc. Amersham Town Council are looking at the fencing of the tennis courts and the repairs needed at the tennis courts, Muga and Play area for them to be opened as soon as possible and when allowed.
- 27. Health and Safety policy updated including Staff Safeguarding.** Following on from the last Parish Council meeting Cllr Parker has helped with the inclusion of the staff safeguarding in this policy and with the general update of the policy now circulated for approval. Covid -19 Risk Assessment to be used as Appendix to the Health and Safety Policy. It was approved by all councillors. Proposed by Cllr M Parker, seconded by Cllr D Alexander. Cllr B Drew thanked Cllr M Parker for his work on this.
- 28. Safeguarding Policy.** Cllr Alexander has been helping with this policy and the latest draft has been circulated. The points raised by Cllr Griffiths re Westwood Park Play Area and how/if to include anything with regards to this were discussed and it was agreed that a copy of the policy would be put on the notice board at Westwood Park and on our parish council website. The policy was approved by all councillors. Proposed by Cllr D Alexander, seconded by Cllr I Griffiths. Cllr B Drew thanked Cllr D Alexander for his work on this.
- 29. Annual Risk Assessment review.** This assessment has been revised with the help of Cllr Parker and referenced to the Covid-19 Risk Assessment. The risk assessment had been previously circulated and was approved by all councillors. Proposed by Cllr M Parker, seconded by Cllr J Walford.
- 30. Covid Risk Assessment/s.** With the help of Cllr Parker a generic Covid -19 Risk Assessment has been circulated for approval. All councillor approved. Proposed by Cllr M Parker seconded by Cllr V Patel. Separate area risk assessments are at present being collated and the Tennis Court and Muga covid-19 Risk Assessment was also circulated for approval. This was also approved subject to final wording of signs to be put up on the courts/Muga when opened. Other risks assessments are to be produced for Westwood Park Play area, the Nature Park and the Village Hall. Risk assessments will be submitted to our insurers.
- 31. Reports and Notifications.** Many reports and notifications have been circulated over the past month for councillors' information. It was noted that these had been received.
- 32. Any Other Business.** Cllr I Griffiths discussed the continuing problems re the visibility of the junction at Burtons Lane and Lodge Lane. It was agreed that Little Chalfont Parish Council would again contact Buckinghamshire Council with regards to cutting back the vegetation in this area. Cllr D Bray said he would also make the request from Chalfont St Giles Parish Council to Buckinghamshire County Council.
- 33. Date of Next Meeting. 22 July 2020. Later agreed at 10 am. (Zoom meeting)**
- 34.** To consider a resolution that in view of the confidential nature of the business to be transacted, it is advisable, in the public interest, that the public and press be excluded from the remainder of the meeting and be instructed to withdraw. (The items are confidential because they deal variously with contractual and legal matters.) Cllr B Drew requested that Cllr D Bray, Mr R Funk, Mrs F Copp and Ms S Matthews left the meeting. Cllr B Drew thanked them for their attendance.