

**Minutes of a Little Chalfont Parish Council meeting
Held in the Village Hall, Cokes Lane, Little Chalfont
Wednesday 12th February 2020 at 7.30pm**

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

Members of the public: Miss A Upton; Mrs L Upton; Mr. K. Draper; District Councillor D Phillips; Councillor D Bray; County Councillor M Tett.

In attendance: Mrs F Copp (Parish Clerk)

1. **Apologies for absence:** Cllr V Patel.
2. **To receive and approve the minutes of the meeting held on 8 January 2020:** 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. **Declarations of Interest:** There were no declarations of interest.
4. **Approval by Chairman of items for any other business:** There were no additional items.
5. **To accept a resolution that standing orders be suspended** to allow any members of the public to speak (10 mins): No members of the public requested to speak. Cllr Drew put to the meeting that item 19 should be moved up the agenda as Miss Upton and Mrs Upton were present. This was agreed.
Request to the Parish Council for funding support for Beehive: Cllr Drew thanked Miss Upton for her presentation at the last Parish Council meeting. Cllr Drew confirmed that no funding/grant can be given to an individual. The councillors discussed possible options and Cllr Parker said he would approach the LCCA with regards to any possibilities for Miss Upton to hold a stall on Village Day. This was agreed.
6. **Chairman's report:** The report had been previously circulated. Cllr Drew noted that Natasha Meldrum has now left as clerk and thanked her for all her work. He also thanked Mrs Copp for her good start in the role. Cllr Drew updated the Parish Council on the Parish Liaison meeting which he and the clerk attended at Bucks CC on 29 January. Cllr Drew thanked Cllr Walford for her work on the LCCA newsletter.
7. **Clerk's report:** The report had been previously circulated. It was discussed that the emergency work to the water leak at Westwood Park would go-ahead. The Salix Loan for the LED conversion is underway and will be submitted shortly once final figures are confirmed. The tennis courts have been cleaned at Westwood Park and U3A have sent in an email of thanks for this work having been carried out. Cllr Ingham also said that he had received thanks from local residence for Church Grove lighting having been sorted out. The problems with regards to street lighting especially in the Cokes Lane area was discussed and it was confirmed that much of this is due to vandalism. Emergency repairs and early conversion to LED would be carried out where it is felt essential until the full LED conversion takes place in a few months' time subject to the Salix loan application. It was agreed that Cllr Crowe would do a walk in the dark to assess the situation. It was agreed that an article would go into the local magazine to explain the situation with regards to the lights to local residents.
8. **To receive reports, as appropriate, from members of outside bodies and working parties:** **Community Centre:** It has just been heard that a decision on the planning appeal for the proposed building was now going to take longer due to a change of inspector. The councillors discussed ways forward in obtaining a decision as soon as possible. It was agreed that the Parish Council would write to our local MP Cheryl Gillam to ascertain further the reasons for the delay and to obtain momentum for a decision to be made as soon as possible. **Westwood Park flooding:** Cllr Crowe reported back to the meeting that there had not been any major flooding since the drainage work at Westwood Park was carried out and this work had been successful. **GE Healthcare Parking:** Cllr Walford said that residents still do not seem to know

that at the weekends they can park in GE Healthcare and so she will distribute leaflets outside the shops in Little Chalfont to highlight this parking option.

9. **Financial matters:** (a) List of payments to be approved had been previously circulated and was approved and signed; (ii) Income and Expenditure Report had been previously circulated.
10. **Budget and precept 2020/21:** It was confirmed that the budget and precept agreed at the extraordinary meeting on 18.12.19 and on 8.1.20 has now been submitted to Chiltern District Council.
11. **End of Year accounts:** It was noted that RBS would help prepare the end of year accounts.
12. **Parking:** It was discussed that in order to progress with parking considerations in the Elizabeth Avenue area and beyond a final list of considerations needed to be confirmed from TfB following the site meeting that was held in December with Kirk Adams from TfL. Cllr M. Tett said that he would look into this and report back. It was agreed that once the Parish Council has this information a consultation would be carried out as there are many issues to be considered. Commuter parking is a problem in the local area, however it was also discussed that any parking restrictions can also have positive and negative results. The parking in Bell Lane was also discussed. This seems to be mainly a season issue and further discussions with the local companies will be pursued to see if the seasonal parking can be limited.
13. **Parish Meeting 2020:** The Parish Meeting will be held on 29th April 2020. Discussion was had with regards to speaker/s for the event. Cllr. Alexander put forward the suggestion for Citizen Advice to come and speak. This was agreed to be a good idea and he will contact them. Due to the change of Chairman in December 2019, Cllr Drew will run the meeting and Cllr Griffith will prepare the Chairman's review.
14. **Parish Council Newsletter:** Cllr Walford ran through the schedule and the councillors discussed various issues and events that would make good articles. Cllr Walford thanked the councillors and will put together a table of articles and who will submit them so that everything is covered.
15. **Publicity to attract potential new councillors:** Chiltern and South Bucks information has been received. Posters will be put up and articles placed in local magazines.
16. **LAF: Feasibility Study Lodge Lane / Burtons Lane:** Cllr Drew thanked Cllr Gray from Chalfont St Giles Parish Council for coming to the meeting. Chalfont St Giles in their last Parish Meeting took the decision not to pursue any of the options highlighted in the feasibility study. It was felt that Buckinghamshire County Council should be requested to keep the sightline clear of vegetation. Little Chalfont Parish Councillors discussed further what action our Parish Council should take and the decision was made to support Chalfont St Giles with this request to Buckinghamshire County Council and to review the situation. The Parish Council discussed establishing the amount of accidents that have happened over the years and if SLOW signs painted on the road would be an option. Cllr Tett informed the Parish Council that the road would be resurfaced in 21/22 and so any expenditure the Parish Council decides in the future to make should be after this time as any signs on the road would be covered. Cllr Tett said that he would talk with Ms R Taylor with regards to the foliage to be cutback. Cllr Drew and Mrs F Copp have also already put in a request to BCC for the sightline to be cleared when they attended the Parish Liaison meeting on 29th January. It was agreed that any further work would be postponed at present.
17. **Village Litter Day:** Cllr Griffith informed the meeting that the Litter Day would be held over the period of 11th – 17th May. Details will be supplied nearer the time.
18. **V.E. Day:** Bank Holiday Friday 8th May: It was discussed if a special event should be looked at for this day. Flags will be put up on the poles and the LCCA have bunting that can be used. Cllr Alexander offered to talk with a local business about possible ideas.
19. **Request to the Parish Council for funding support for Beehive:** This item was discussed at the beginning of the meeting.
20. **Speedwatch:** Cllr Crowe is now the coordinator for Speedwatch. Cllrs Crowe, Walford and Patel attended a recent session of training with the Police. It was discussed that the Parish Council could purchase a handheld speed gun for its own use. Approximate cost £115. It was agreed that this should be investigated as it would be helpful to have our own speed gun so that sessions/surveys could be carried out as and when convenient and more regularly. At present a larger version has to be booked for use by the Parish Council. Volunteers are needed for helping on the sessions. It was agreed that the speed gun would be an item on the next meeting agenda.
21. **Local Plan** Cllr Ingham reported that the PC/LCCA submission, sent in response to the Regulation 19 consultation, was now fully reproduced on the District Council website. It had just been announced that

Stage 1 of the Examination in Public would be held from 17-25 March, and Stage 2 in May or June, by which time the new unitary council would be responsible for the Local Plan. Stage 1 would look at general issues and Stage 2 at site allocations. The planning solicitor engaged by the Coordination Group had advised that the PC/LCCA should participate in 3 sessions of Stage 1, at one of which he would represent us. An email will be sent to Ian Kemp on 13.2.20 requesting participation in those sessions.

- 22. Fire policy and Health and Safety update:** These documents had been circulated and were agreed.
- 23. Emergency Plan:** This plan is still work in progress and work will continue on it. Cllr Tett said that Buckinghamshire County Council had a new draft of an emergency plan. We will ask to see this and possibly use information from this if application for the drafting of the Little Chalfont Parish Council emergency plan.
- 24. Fire Risk Assessments:** The annual fire risk assessments have been carried out at Westwood Park and the Village Hall and were agreed.
- 25. Safeguarding Policy:** A work in progress document had been circulated. It was agreed that further work is needed on the document to make it more appropriate to reflect Little Chalfont Parish Council. This will be looked at and revised for the next meeting.
- 26. Westwood Park goalposts:** The football Club have been in contact with the Parish Council and asked for this agenda item to be removed from this meeting. They wish for the item to be postponed until after they have had their own meeting to discuss this. The Parish Council agreed to postpone the item.
- 27. Wildflower planting proposals:** Cllr Drew discussed the plans that have been drawn up in conjunction with the LCCA and had been circulated for 4 wildflower sites to be established in Little Chalfont. It was discussed and agreed that subject to final clarification of the site position a figure of £350 was agreed for this use.
- 28. Update for Beel Close underpass and associated CCTV project:** Data protection information was approved. The final information required is the agreement from London Transport for the work to commence.
- 29. Tree survey:** Quotes in progress for Tree work in the Nature Park. 2 quotes have been received and a third in progress. This will be an item on the next meeting agenda.
- 30. Reports and notifications:** (i) BALC – Amended Event Schedule (circulated 9 January 2020); (ii) Quarterly update report for the Chiltern Area Neighbourhood Policing (circulated 14 January 2020) (iii) Buckinghamshire County Council draft budget information (circulated 16 January 2020); (iv) NALC Spring Conference 2020 (circulated 16 January 2020); (iv) Police and Crime Bulletin January 2020 (circulated 20 January 2020); (v) Transport for Bucks speed management (circulated 20 January 2020); (vi) NALC newsletter (circulated 20 January 2020); (vii) High Street Bucks conference information (circulated 22 January 2020); (viii) BMERC Seminars 2020 Programme and booking forms (circulated 24 January 2020); (ix) Delivering the New Buckinghamshire Council information (circulated 27 January 2020); (x) Chiltern and South Bucks Local Plan stages and guidance notes (circulated 28 January 2020); (xi) Latest BMKALC Training Schedule (circulated 30 January 2020); (xii) Parish Council Election Information (circulated 4 February 2020); V.E. Day Funding information (circulated 4 February 2020). These had been previously circulated and all were noted.
- 31. Any Other Business.** There was nothing recorded.
- 32.** 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: Cllr Drew requested that attendees other than the Parish Councillors and the Clerk withdraw from the meeting.
- 33. Date of next meeting:** Wednesday 11 March 2020 at 7.30pm in the Village Hall, Cokes Lane, Little Chalfont.