

**Minutes for the meeting of Little Chalfont Parish Council  
held on Wednesday 10 February 2021 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:** Cllr. G. Harris, Mr D Nussbaum, Mr R. Funk, Cllr M. Tett (sound problems had to leave meeting)

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

1. **Apologies for absence.** Cllr C. Jackson; Cllr C. Jones; Cllr V. Patel
2. **To receive and approve the minutes of the meeting held on 13 January 2021 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 meeting.
3. **Declaration of Interest.** Cllr D Alexander declared an interest of 3 grandchildren at a local school with regard to item 17.
4. **Approval by Chairman of items for any other business.** Cllr C. Ingham asked to discuss 'Assets of Community Value' with regard to the two public houses in Little Chalfont.
5. **To accept the resolution that standing orders be suspended to allow members of the public to speak for (10 mins).** No members of the public expressed a wish to address the meeting.
6. **Chairman's report.** The report had been previously circulated and was acknowledged.
7. **Clerk's report.** The report had been previously circulated and most of the items would be covered on the agenda.  
**The non-agenda items in the report were:-**  
**Cokes Lane Feasibility Study.** After the last parish meeting as agreed we submitted our requests to Lizzie Wright (Community Board) for Buckinghamshire Council to respond and a meeting was being arranged. Cllr M Crowe and Cllr M Parker said that they would join the meeting with Lizzie Wright and TfB.  
**Lamp post replacements.** Sandycroft Road and Chessfield park. Go-ahead has been given to Sparkx to put in the new lamp posts required. The cost for these are £1800 net each.  
**End of Year accounts.** As last year RBS have been booked to do the end of year accounts and Ernest Newhouse has been booked to do the internal audit. The dates provisionally booked and costs are:-  
RBS End of year 11<sup>th</sup> May £560.00 net  
Internal Audit Ernest Newhouse 3<sup>rd</sup> June £325 net.
8. **To receive reports, as appropriate, from members of outside bodies and working parties.** LCCA reported that there would be no village day this year.
9. **Financial Matters:**
  - (i) List of payments 10 February 2021. The list of payment for February had been circulated. It was approved and signed.
10. **Parish Council Meeting April/May dates due to Council Elections.** It was agreed that the April meeting would be held on 14<sup>th</sup> April 2021 and the May meeting on 19<sup>th</sup> May 2021 due to the elections.
11. **Council Elections.** Cllr B Drew reminded the meeting that the elections will be held on 6<sup>th</sup> May and all nomination forms needed to be in by 8<sup>th</sup> April and each individual should deliver their own forms to the election office. Cllr B Drew informed the meeting that he would not be standing and it was time for him to retire after having been on the parish council since its beginning. Everyone expressed their thanks to Cllr B Drew for all the work he has done and said how greatly he would be missed. Cllr B Drew would remain as Chairman until the May meeting when the first item on the agenda would be to elect a new Chairman.
12. **Parish Meeting.** This annual meeting will take place via zoom this year. It was discussed that a speaker would be looked into for the meeting, but the meeting would take on a different form this year as it will not be held as usual in person in the hall. It was agreed that the meeting would take place on 28<sup>th</sup> April at 7.30pm and would be advertised in the newsletter.
13. **Parish Charter Consultation.** Cllr B Drew thanked Cllr C. Ingham for his help with this. The draft response circulated on the Parish Charter consultation was agreed, but it was noted that two further points on planning matters would need discussion at the Planning Committee on 24 February. The response would then be completed by the deadline of 7 March.
14. **Community Boards update and possible funding requests.** Cllr G. Harris Chairman of the Amersham Community Board updated the meeting on what the community boards were for and what they had achieved so far and the February agenda and reports would be circulated to the parish councillors. The request for funding for the CCTV for the Nature Park would be discussed in the 18<sup>th</sup> February meeting and in the future Cokes Lane/ Nightingales

Corner funding request would be submitted. MVAS request for funding would probably be in next years budgets. Cllr B Drew also updated the meeting that we were still waiting for a decision re our Heart of Bucks application for additional funding for the CCTV in the Nature Park. Cllr G Harris said that if this funding was not successful then the Community Boards would discuss further financial help with this project.

15. **Beel Close update.** Cllr B Drew told the meeting that the licence had been signed by Little Chalfont Parish Council and we were now just waiting for TfL to sign the licence and return it for go-ahead for the work to be given. Cllr B Drew said the project has been in development for 11 years. Cllr C Ingham wished to thank those responsible for the development and work on this project.
16. **LED Streetlight conversion update.** This is almost complete. We are waiting for a final completion date for the work. Once complete the loan will be transferred to us from Salix and we will be able to give UKPN the information they need for a reduction in our consumption for the unmetered invoice calculations. Sparkx are looking into suitable lighting for Village Way for further discussion.
17. **Proposal to make donation to local school.** It was discussed if the parish council would make a donation to help schools support pupils during the difficult covid times with home schooling. £1000 was proposed by Cllr M Crowe and seconded by Cllr D. Alexander. All agreed except Cllr Parker who wished it noted that he felt that other charities such as food banks were equally deserving but had not been considered.
18. **CCTV Little Chalfont Parish Council Policy.** A draft policy has been circulated along with relevant documentation for the Nature Park as an example of the other documents that will be done for each individual site. It was agreed that the policy would be adopted with slight revisions that would be ongoing. Cllr B. Drew thanked the clerks for their work on this.
18. **Community Centre. Update and decision on feasibility study.** Cllr B Drew updated the meeting on the working party's meeting with the Architects. It was agreed that at present the best way forward was to try and incorporate the library and the Village Hall in to one community building so that some of the facilities could be shared and to make the most of the available space. In order to progress, the Architects would need to do a feasibility study. Cllr B Drew proposed the architects cost of £8000 for the feasibility study to be given the go-ahead and Cllr I. Griffiths seconded the proposal. It was agreed. Cllr B Drew stated that these were the Architects originally used and so for the feasibility study it was the best use of money and time as they know the history of the development. However if the project progresses then we may need to go out to tender for future work. It was noted that Cllr Ingham had circulated, in his email of 9 February, an outline suggestion for a less costly project, involving some rebuilding of the present village hall, which he offered for consideration as a fall-back if the feasibility study – which he supported – did not lead to a workable and affordable plan. The Chairman commented that in his view the hall was not in good enough condition to make rebuilding worthwhile.
19. **Local Plan. Update.** Cllr Ingham reported that Mr Funk, in his capacity as chairman of the LCCA/PC coordination group, had learned from the policy planners at Buckinghamshire Council that in the rest of February and early March they would be making presentations to parish councils and other local community groups (Little Chalfont might be grouped with other 'large villages' such as the other Chalfonts) about the forthcoming county local plan, and seeking feedback. The main work on the plan would still have to await decisions on the radical proposals in the white paper 'Planning for the Future', and no parliamentary bill on this would appear before the autumn of this year. A new county-wide 'call for brownfield sites' would issue next week. So far there was very little evidence of developers seriously thinking of testing the water with planning applications for major green belt sites – although a few might be made for smaller sites. The coordination group will meet to discuss how to respond to the presentations and the call for brownfield sites.
20. **Nature Park - Paths.** The LCCT had requested to the parish council for a year's extension to the item in the lease that relates to the development of hard paths in the Nature Park. In the lease the condition was for hard paths to be put in by Spring 2022. Due to covid, fundraising and the weather it was unlikely that this deadline would be met. Cllr B Drew proposed that a 12 month extension would be given on this clause and if an additional 12 month extension was required then this would be looked upon favourably by the parish council in the future. Cllr C. Ingham seconded the proposal and all agreed. Mr R. Funk thanked the parish council for their agreement to this.
19. **Newsletter.** The date for the newsletter was discussed and it was agreed that it would be ready for distribution on 17<sup>th</sup> April 2021. Cllr J Walford would put together a timetable to meet this delivery date.
23. **Litter problems and future plans.** A zoom meeting with David Jarvis from the Buckinghamshire Council waste team is proposed for councillors to attend if they would like to do so on 25 February at 2pm.
24. **Financial Procedures.** Cllr B Drew explained that the new financial procedures that had been previously circulated are based on a NALC template. Cllr B Drew thanked Cllr M Parker for his comments submitted. Cllr B

Drew proposed that the financial procedures should be adopted. It was agreed and they will be adapted as necessary as work in progress.

- 25. Reports and Notifications.** To note that various reports and notifications have been circulated and to highlight <https://yourvoicebucks.citizenspace.com/communities/chiltern-carparks-pspo/>
- 26. Any Other Business.** Cllr. Ingham asked if it was still intended to nominate two village pubs as assets of community value. It was agreed that this would go-ahead and the paperwork would be put in hand.
- 27. Date of Next Meeting.** 10 March 2021 7.30pm via zoom.
- 28.** 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 item is confidential because it deals variously with contractual and legal matters.)