

CHALFONT ST PETER PARISH COUNCIL

Minutes of the **FULL COUNCIL** Meeting held at the Parish Council Chamber, Gravel Hill, Chalfont St Peter, Bucks on Thursday 29th July 2021 at **7.30pm** at the Parish Council offices, Gravel Hill, Chalfont St Peter, Bucks.



MINUTES

In attendance: Cllr Shinner (Chairman), Cllr Dale (Vice Chairman), Cllr Bennett, Cllr Darby (part), Cllr Dickson, Cllr Hatton, Cllr Jha, Cllr North, Cllr Rush, Cllr Smith, Cllr Southworth, Cllr Vladar and Cllr Wells.

Also Present: Debbie Evans (Clerk) via zoom.

CHAIRMAN WILL ISSUE INSTRUCTIONS REGARDING EMERGENCY FIRE EXITS IN THE EVENT OF FIRE

46 Public Question Time - none

47 Apologies received from Cllr Ryan and Cllr Sandover. Cllr Darby apologises she will be late.

48 The following disclosable personal or disclosable pecuniary interests were declared.

Community Board committee members – Cllr Rush and Cllr Shinner
Bucks Councillors – Cllr Smith and Cllr Rush.

49 The minutes of the meeting held on Thursday 24th June 2021 were agreed. Proposed Cllr Vladar, seconded Cllr Smith, agreed.

50 To discuss the actions from Previous Meetings –

306b West Hyde Lane Issue – Cllr Hatton gave the Council an update, if anybody witnesses any changes to the site please report to Cllr Hatton ASAP. **C'fwd**

404 Additional MVAS cameras, Cllr Shinner has the quotes and is awaiting confirmation on the recommended type of MVAS to acquire to send to the Community Board. **ACTION Cllr Shinner C'fwd**

406ii Epilepsy Centre pathway, Cllr Southworth met with the EC and is awaiting a response to her proposal. **ACTION – Cllr Southworth c'fwd.**

426i Flooding – Meeting organised for 13th July 2021.

The Council agreed the Cllrs who are leading on this subject need to meet the first week of July to discuss strategy **ACTION - Clerk. COMPLETED** Due to recent flooding issues, we are expecting more people than first envisaged. Cllr Dickson suggested that we ensure we are clear who does what before the meeting and if possible, put together a paragraph on each of those responsible and put onto our website and have it available for the evening. **ACTION – working party. COMPLETED** Cllr Vladar also suggested that we have the contact details for each of the responsible parties and make this info available. **ACTION – working party. COMPLETED**

Cllr Darby arrived.

- 452 Cllr Shinner to apply to the Community Board to fund a Traffic Survey in response to the request for a reduced speed limit on the A413. A traffic survey is in two parts with the first being a traffic survey using speed tubes. Once the data has been received from this a second part can be discussed. Bucks have agreed to undertake the speed survey and associated costs from monies from the community board.

51 The Council have received a written update from the Chairman.

52 To discuss and agree the minutes and recommendations from the following committees:

- A&P – 12th July 2021. Minutes were proposed by Cllr Smith, seconded by Cllr North, agreed.
- Finance – 15th July 2021. Minutes were proposed by Cllr Darby, seconded by Cllr Vladar, agreed.

- 19bi & 19bii - Recommend to Main Council: Cllr Rush and Cllr Vladar to have delegated access to the Council's social media sites to make posts.

Proposed Cllr Rush, seconded Cllr Dickson, agreed

ACTION – Clerk to check if the standing orders or Finance TOR need to be updated accordingly.

- 8 - Recommend to Main Council: To agree the updated Financial Regulations.

Proposed Cllr Shinner, seconded Cllr Rush, agreed

- 9 - Recommend to Council: To invest £80K into the Cambridge & Counties Bank and £80K into the Coventry Building Society.

Proposed Cllr Darby, seconded Cllr Shinner, agreed

- 10a - Recommend to Main Council: Change the names on the two credits cards to those of the Head Haywarden and Assistant Clerk.

Proposed Cllr Darby, seconded Cllr Hatton, agreed

- 10b - Recommend to Main Council: To confirm the cheque signatories Cllr Darby, Cllr Dale, Cllr Dickson, Cllr North, Cllr Shinner, Cllr Smith and Cllr Vladar.

Proposed Cllr Darby, seconded Cllr Hatton, agreed

- 11 - Recommend to Main Council: To pay for the photocopier lease and copies by Direct Debit

Proposed Cllr Darby, seconded Cllr Rush, agreed

- 12 - Recommend to Main Council: To pay for the Road Traffic Management for the Remembrance Day Parade up to a cost of £600

Proposed Cllr Darby, seconded Cllr Smith, agreed

- 13 - Recommend to Main Council: To renew the subscription to The Chiltern Society up to a cost for £35

Proposed Cllr Darby, seconded Cllr Hatton, agreed

Main Council

Signed

- 14 - Recommend to Main Council: Renew the Subscription for the Society of Local Council Clerks at a cost of £234.

Proposed Cllr Darby, seconded Cllr Rush, agreed

- 15 - Recommend to Main Council: Renew the subscription to The National Allotment Society up to a cost of £60.

Proposed Cllr Darby, seconded Cllr Dale, agreed

- 19 - Recommend to Main Council: To allocate a budget of £500 to the Working Party for the Village Guide 2022-2023.

Proposed Cllr Darby, seconded Cllr Smith, agreed

- 20 - Recommend to Main Council: To restart the Councillor Surgeries on Saturday 18th September 2021.

Proposed Cllr Darby, seconded Cllr Smith, agreed

Cllr Darby and Cllr Dale to attend the first meeting on the 18th September between 10am and 12pm.

ACTION – Clerk to add standing item for monthly update to the Main Council meeting.

- HR – 22nd July 2021. Minutes were proposed by Cllr Rush, seconded by Cllr Shinner, agreed.
- EOM – 26th July 2021. Minutes were proposed by Cllr Smith, seconded by Cllr Shinner, agreed.
- Open Spaces – 26th July 2021. Minutes were proposed by Cllr Vladar, seconded by Cllr Hatton, agreed.
 - 32 – The committee discussed and agreed to replace the old and worn swings that were identified in a recent Cllr survey (of Mill Meadow, Gold Hill & Boundary Rd), fix the rocking horse footplate and top up the safety play bark as required at a cost of £2.2k. Proposed Cllr Hatton, seconded Cllr Dale, agreed.
 - 40 - The committee discussed the request received by a resident to paint Mill Meadow play area. The committee discussed the quote to undertake a full re-paint of Mill Meadow of £1600. Proposed Cllr Vladar, seconded Cllr Hatton, agreed.

Cllr Hatton wanted the Council to know that the Open spaces Is looking at replacing pieces of play equipment at Cheena Meadow. At the same time, we have had a safety inspection undertaken by the independent inspectors (ROSPA) who due to not being able to test and examine certain pieces of equipment and the age of that equipment have recommended we remove the double swings, cantilever swing and tractor in Cheena Meadow. These items range from between 20 – 51 years old and have visible corrosion. Cllr Hatton has spoken to Wicksteads (playground manufacturer) for a second opinion, who have stated that the structural integrity is ok after 51 years old. Cllr Hatton will speak further with them to clarify.

The zip wire is only 2 years old but is a medium risk due to ROSPA being unable to gain access to the posts to inspect. This piece of equipment is covered under a manufacturer's warranty and is therefore covered in the event the structural integrity fails. It highlights the need to ensure any new pieces of equipment is made from materials which can be checked and accessed.

- 44 – Cllr Hatton and Cllr Shinner updated the Council on the recent interviews which took place for the vacant haywarden position. The interview panel provided a recommendation and suggested the probation period be increased to 12 months. Proposed Cllr Hatton, seconded Cllr Shinner, agreed.

ACTION – Clerk to contact Bucks business first to find out if they have any grants available when creating a new role.

- 53 Cllr Smith proposed, seconded Cllr Dale the cheques signed in June. The Council agreed the devolved authority to Cllr Darby and Cllr Shinner to sign the cheques out of Council for August. Cllr Dickson and Cllr Dale have agreed to sign the cheques in September.

- 54 Cllr North gave the council an update on the following

CIL – Cllr North stated that legally we should be provided with a report that shows what is to be expected and what is paid. So far CSP PC have not received any CIL payments or any reports.

ACTION – Cllr North to provide the Clerk with details of this legal reference.

ACTION – Clerk to chase Bucks for further information on the outstanding CIL payments due to CSP.

LP – Bucks may start consultation this summer. Cllr North spoke about the Three Rivers Local Plan and that we will respond to this plan as requested.

NP – Our original plan was written in 2016, at the time there wasn't any written guidance on what it should contain. A new NP if written today would be very different. We have chosen to update rather than create a new plan as it's the quickest and most cost effective way to update the plan. Within the original plan we had 7-8 character areas, these areas are now front and centre with laid down set criteria which has to be adhered to in the design guide.

The policies are being looked at and possible wording changes have been suggested.

The Government is encouraging everything to be digitized. We have met with the Bucks digitizer and the software used by Bucks and our consultants are compatible.

Cllr North suggested Parish Online could be utilized more effectively and forward this onto Bucks to assess.

A lot of new work still to do including putting our views into the plan, something which wasn't expected when we first created it in 2016.

Consultation may require additional assistance, particularly with the public consultations. Potentially a workshop will be held with Troy on the 23rd September, more info to follow on this.

M25 service area – the appeal is still going ahead, which starts on the 17th August which is down to last 13 days. We may require assistance from Troy to speak on our behalf. An EOM will be organised to discuss this further.

Cllr Vldar highlighted that after attending recent training courses and the All Charter (previously known as Parish Charter) information, it states that Bucks are keen to help Parish Councils to go through the Local Plan process, are we getting this help ? Cllr North stated that

she does have a contact with Bucks however, due to the Unitary roles information is not being disseminated to all at present.

Cllr Dickson asked if we could put some or all of areas in the Green Belt ? Cllr North stated they will ask for as much as possible but do not expect it all to be agreed. Cllr Dickson also asked if we put in the Memorial Garden and the improved Community Centre as both of these are future projects. Layers will be used for now and future changes; it will be up to the Council to keep this document updated which will make it a really effective tool.

Cllr Shinner thanked Cllr North and the team on the fantastic job they are doing and recognised the huge amount of work they are undertaking.

- 55 Cllr Smith gave an update on the St Peters Memorial Garden project, the contracts have now been signed and sent off. The project is due to start on the 23rd August and take approx. 12 weeks.

Cllr Hatton asked if Cllr Smith would be taking part in a ground breaking ceremony ? The Council agreed this would be a good idea and would assist with our promotion of the project which is a stipulation of the HS2 grant. **ACTION** – Cllr Smith to talk to the working team about this.

- 56 Cllr Shinner gave the Council an update on the Flooding meeting which took place on the 13th July. The event was extensively advertised with posters on notice boards, delivered to homes along the areas most affected by the flooding, delivered to shops and posted numerous times on Council and Councillor social media streams and our website. However, very few residents turned up to contribute towards discussions.

The problems we are experiencing will continue until TW invest in our issues however, TW are putting funds where they perceive it has the biggest impact in removing the largest possible number of homes from flooding risk rather than street and shop flooding.

It was suggested that every property that has been affected by sewage flooding should register with Thames Water. Is this something the Parish Council could organise with a couple of simple questions, 1) have you been affected by flooding? 2) Can we register your complaint on your behalf ? 3) Are you concerned for your property in the future with regard flooding ? We will however have to consider GDPR implications of holding such data, it might be better to ask residents to register themselves rather than hold this info.

ACTION – Clerk to organise a meeting of the flooding working party group to discuss next steps.

- 57 Cllr Shinner updated the Council on the recent public litter meeting which took place on the 28th July. Again this was extensively advertised and very poorly attended. Thank you to Mrs Shepherd from Bucks Waste for attending and giving her advise on possible ways to assist.

ACTION – All Cllrs to read through the draft litter policy for discussion at the Sept Main Council meeting.

ACTION – Clerk to order a bank of litter picking equipment from Bucks and advertise to residents if they would like to undertake a litter pick we have the equipment for them to use.

- 58 The Clerk provided three quotes from pest control contractors. The Council weren't happy that the quotes weren't "like for like", however, the Clerk explained that as experts in their own fields we asked each company how to rid the Council offices of the rodent issue we have and that in their expert opinions this is what they offered. We wouldn't normally dictate to experts how to undertake their role however, as requested we will undertake further quotes and ask them to visit daily in line with legislation.

The Clerk highlighted that the smell of a decaying rodent in the roof turned the stomachs of the team and doors and windows had to be left open as passing through the area was bad. The

HH also found rodent droppings in the loft area. We have a duty of care to ensure the working environment of our staff is in line with H&S legislation.

ACTION - Clerk will get three more quotes and bring back to an EOM for discussion.

59 The Clerk updated the Council on the alternative ways of working of other Councils during the COVID pandemic, in the event COVID numbers go back up we have options.

60 To receive an update on the latest Draft Parish Charter sent out by Bucks and decide upon any further action.

The Committee received a copy of the draft Parish/All Council Charter, Councillors are to review and make any comments known to the Cllr Shinner who will take back our recommendations. **ACTION**

61 To receive information items.

Cllr Hatton –Cllr Browne provided us with 30 tree saplings, Oak and disease resistant Ash. These were planted into the new fenced off area of the grazing field which is now called the Misbourne spinney. If Cllrs have any tree samplings they wish to donate to the spinney, please let Cllr Hatton know.

Cllr Darby – Highlighted the condition of benches within the centre of the village, boundary rd play area and the seat on the triangle of Copthall lane. Weeds have been growing between the seats making it difficult to sit on. They also need to be sanded down and varnished. Appreciate due to staff shortages but this needs to be a priority.

Cllr Vldar suggested we use the “Welcome Back” fund to ask for funds for this which would cover this. Either to replace or to get the painter who is working on the play areas to give us a quote to sand down and varnish. **ACTION – Clerk** to contact the Welcome back Bucks representative. **ACTION – Cllr Shinner** to speak to a representative of “Men in Sheds” and ask if they would like to get involved sanding and painting. As long as they have their own insurance cover then they are more than welcome to assist.

Cllr Smith updated that unfortunately the application to HS2 for funding for a crossing up near Robertswood School has been declined.

Cllr Dickson, asked if anybody knew the exact date of the Community hub opening up ? It is believed to be Sept 2021. There will be a new ice-cream shop opening up in the village and a craft beer shop in the old NatWest building.

62 To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded, and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960 s2)

63 To discuss and agree the minutes and recommendations from the following committees which fall within confidential section.

- HR – 22nd July 2021. This was not required.

64 Date of next meeting – **Thursday 30th September 2021 at 7.30pm**

Meeting finished at 9.40pm