

# 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 30<sup>th</sup> September 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 (part), Cllr Darby (part), Cllr Dickson, Cllr Hatton, Cllr Jha (part), Cllr North, Cllr Rush, Cllr Smith, Cllr Southworth, Cllr Vladar and Cllr Wells.

Also Present: Debbie Evans (Clerk) via zoom, Members of the Chalfont Activity Group (part) and a member of the public.

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

Prior to the meeting starting a minute's silence was observed in remembrance of two former Cllrs, Bruce Allen and Greta Beane. Cllr Smith gave a brief word on both.

71 Public Question Time – Members of the Chalfont Activity Group (CAP) presented to the Council an update on the idea to create an activity park within Mill Meadow. At the end of the presentation the group asked the Council to consider the following –

- Will the Parish Council support this initiative to replace the old ramps?

Cllr Shinner (Chairman) thanked the group for their presentation and informed them that the Council will consider and discuss next steps at a future meeting.

A member of the public was not happy that the CAP group were giving the presentation within the public session and not an item on the agenda. The Clerk informed all those present that any residents can present to the Council within the Public Question Time section without prior notice of topic, the CAP group were given the option to add as an agenda item and choose not to at this time.

72 Apologies received from Cllr Dale, Cllr Rush, Cllr Vladar and Cllr Darby will be late.

73 The following disclosable personal or pecuniary interests were declared.

Cllr Smith and Cllr Hatton – St Peters Memorial Garden

74 The minutes of Thursday 29<sup>th</sup> July 2021 were discussed and agreed. Proposed Cllr Hatton, seconded Cllr Smith, agreed.

75 To discuss the actions from Previous Meetings –

306b West Hyde Lane Issue – Cllr Hatton gave the Council an update, the fences have been painted and there is now a tarmac drive. If anybody witnesses any changes to the site please report to Cllr Hatton ASAP. **C'fwd**

404 Additional MVAS cameras, Cllr Shinner now has confirmation of the recommended type of MVAS to acquire and will send in an application to the Community Board.

**ACTION Cllr Shinner**

406ii Epilepsy Centre pathway, Cllr Southworth met with the EC and is awaiting a response to her proposal. Unfortunately, a response was not forthcoming, it is therefore unlikely that the EPC will take any action towards this. **COMPLETED.**

452 The proposed A413 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. **COMPLETED.**

76 The Chairman provided the report below to Cllrs prior to the meeting.

**Chalfont St Peter Parish Council – Chairman’s Report 30.09.2021**

1 Two of our former parish councillors have passed away within the last few weeks:

**Former Cllr Bruce Allen**, also an Alderman of the former County Council, and **Cllr Greta Beane**. Some of us have attended their funerals. Cllr. Linda Smith will say a brief word about both after we have held a minute’s silence in their memory

2 It is two months since our last main council meeting – and it shows in the number of items we need to look at on the 30<sup>th</sup> September! The agenda speaks for itself as to the level of work we handle

3 Since our last meeting our new assistant Assistant Haywarden has joined the team bringing us up to full strength. If you see him at the offices say hello

4 Several of us supported the Thames Valley Police pop up surgery in Church Lane car park on the 17<sup>th</sup> August – well attended by residents it was a good chance to catch up with some of our local police team

5 We held a working party to agreed follow up action on the Flooding problem. Suggestions were offered to revise a draft survey and letter which will be taken to residents and businesses who might have been affected by flooding. So far however only 4 councillors have come forward with offers to help take these in a door to door survey. We need more please

6 As chairman of the council I attended a strawberry tea celebration at Abbeyfield to celebrate their 50<sup>th</sup> anniversary of opening in School Lane. Cllr Isobel Darby attended also

7 I have attended one meeting of the Community Board, and chaired two meetings of the CB Wellbeing and Community Safety ‘action’ group, the latest of those being on Tuesday this week. We have several funding bids pending. I have also attended two meetings of the Memorial Garden Work Party

8 We heard this week that we have not been awarded the spare place for parishes’ representatives on the Chiltern Conservation Board. I intend notwithstanding to investigate starting a campaign to persuade the powers that be to include Chalfont St Peter, so called ‘Gateway to the Chilterns’ in the Chilterns AONB. This has been a long held ambition of mine. I fail to see why this village was omitted when the AONB was designated in 1965,. I know Sharad is keen to be involved. A small, probably in council work party is needed. Please let me know if you are interested. Full details next meeting

**Tony Shinner, Chairman. 30.09.2021**

Additionally, Cllr Smith and Cllr Shinner responded to the Three Rivers NP on those points relevant to CSP.

Cllr Shinner also commended Cllr North for the work undertaken on the MSA inspectors meeting.

Cllr Dickson asked if we can in future receive written updates from our Bucks Councillors, as previously received from Cllr Martin. **ACTION – Clerk to ask our Bucks Cllrs.**

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

- A&P – 2<sup>nd</sup> August 2021. Proposed Cllr Smith, seconded Cllr North, agreed.
- EOM – 9<sup>th</sup> August 2021. Proposed Cllr Hatton, seconded Cllr Shinner, agreed.
- A&P – 23<sup>rd</sup> August 2021. Proposed Cllr Smith, seconded Cllr North, agreed.
- OS EOM – 24<sup>th</sup> August 2021. Proposed Cllr Hatton, seconded Cllr Ryan, agreed.
- A&P – 13<sup>th</sup> September 2021. Proposed Cllr Smith, seconded Cllr Shinner, agreed.
- OS – 20<sup>th</sup> September 2021. Proposed Cllr Hatton, seconded Cllr Shinner, agreed.

65. RECOMMEND TO MAIN COUNCIL. To submit the proposed plan to the Community Board to support additional environmental works at several sites in and around the village, including the supporting paper to purchase a cut and collect machine as part of our matched funding. Noted – this item will be discussed this evening under agenda item 81.

69 RECOMMEND TO MAIN COUNCIL. To agree the funding of £2750 from the tree budget for planting this year. Proposed Cllr Shinner, seconded Cllr Hatton, agreed.

- Finance & General Purpose – 23<sup>rd</sup> September 2021. Proposed Cllr Darby, seconded Cllr Hatton, agreed.

30. Recommend to Council: To invest £80K into the Buckinghamshire Building Society and £80K into the Hampshire Bank Trust. Proposed Cllr Smith, seconded Cllr North, agreed.

31. Recommend to Main Council: To amend the wording in the 'Aims' section of the Terms of Reference for the Finance & GP Committee to say '*To communicate effectively both within the Council and between the Council and the wider community*'. Proposed Cllr Shinner, seconded Cllr North, agreed.

32. Recommend to Main Council: To amend the Financial Risk Assessments to include within 'Computing' a reference to hacking and under Council Property & Documents to specify that the Councillors responsibilities refer to documents held at their homes. Proposed Cllr Shinner, seconded Cllr Hatton, agreed.

33. Recommend to Main Council: A 5 year contract with Corona Corporate Solutions for photocopier and copy costs, with an upgraded machine for an annual cost in the region of £792.00. Proposed Cllr Darby, seconded Cllr Shinner, agreed.

34. Recommend to Main Council: To renew the contract for the provision of telephone and broadband with British Telecom for 2 years based on a monthly cost of £71.35 per month. Proposed Cllr Jha, seconded Cllr Shinner, agreed.

35. Recommend to Main Council: A donation to The Maria Taylor Charity of £100. Proposed Cllr Smith, seconded Cllr Darby, agreed.

36. Recommend to Main Council: Renew the subscription to Parish Online up to a cost of £250. Proposed Cllr North, seconded Cllr Smith, agreed.

37. Recommend to Main Council: To purchase a Christmas Tree for Gold Hill Common up to a cost of £300. Proposed Cllr Darby, seconded Cllr Hatton, agreed.

Cllr Shinner thanked the Finance Committee team for their clear comparison papers which were produced to enable the Councillors to make informed decisions.

78 The following Cllrs agreed the cheques for Aug and Sept and agreed who would volunteer for October.

August 2021 – Proposed Cllr North, seconded Cllr Darby, agreed

September 2021 – Proposed Cllr Shinner, seconded Cllr Dickson, agreed.

October – Volunteers for signing, Cllr Shinner and Cllr Smith.

79 Cllr North provided an update on the Local Plan, CIL, Neighbourhood Plan and MSA enquiry.

**Local Plan** – no update from Bucks at present, We have requested a meeting with Bucks to discuss the digital requirements as we use Parish Online which is a portal they had not heard of.

**CIL** – We have no historical CIL payments due and are not currently awaiting payment for any developments. We would however still like to see the spreadsheet which contains the calculations for our planning applications. Our Bucks Cllrs have been in contact with the appropriate department previously, maybe they could ask again for this spreadsheet. **ACTION – Cllr Darby, Cllr Rush and Cllr Smith.**

**Neighbourhood Plan** – The government has set up another set of rules called Design codes so we need to update our current plan accordingly. This is a significant piece of work to identify these new areas which the team are working through. A workshop will be organised in November for Cllrs, staff and members of the NP working team which will run through the new Design Code requirements and what we can achieve using them. The proposed date is 11<sup>th</sup> November and will last approx. 3-4 hours. **ACTION – Cllr North and PPO to organise workshop and confirm dates.**

**MSA Enquiry.** – A planning application was lodged with Chiltern/Bucks in 2019 to build the largest services on the M25, they didn't get a response from Bucks so they took their application to appeal. The appeal meeting was set up with the stakeholders, Bucks Council, MSA services, the two competing proposed services in Herts & Iver and Denham Airfield who currently use the proposed site as emergency landing area. All these stakeholders provided expert opinion and representations at the inspectors hearing. We were allowed to get involved at invited moments. The inspectors hearing lasted 13 days. Many topics were covered including the green belt, S106 conditions, planning permission, air pollution, HGV access, proposed local employment, sustainability, the Garden of Rest, staff access on Denham Lane, ancient woodland and electricity charging points. There is dispute between Bucks and MSA with regards a piece of land which needs to be resolved before the inspector can give his final report. The final decision will be made by the Secretary of State.

Cllr Shinner thanked Cllr North for all the hard work she has undertaken on this specifically representing the Council throughout the hearing. Unanimously agreed by all Council.

80 Cllr Smith gave the Council an update of the St Peters Memorial Garden project, it is currently to budget and plan. An addition to the first phase is the lighting, Cllr Smith currently trying to acquire the necessary £15k funding to pay for this from local businesses and organisations.

The Council discussed the proposal by the working party to replace the existing damaged brick piers at the street entrance to the Memorial Garden with a Lyche Gate at a cost of £2750 plus VAT plus cost of the brick wall, roof and fitting. Some Cllrs had concern what this gate would look like next to the new ultra-modern Gold Hill Baptist hub. Cllr Darby requested a street scene with the gate in situ from the contractors before deciding, Cllr Hatton liked the design and is happy to find suitable contractors who could provide a street scene view for consideration. **ACTION – Cllr Hatton & Cllr Shinner.**

The proposed budget to use for this is the EMR – Church Lane improvements which currently has £8760.21 in. Although there are some alternative bids for this fund, namely trees and bushes around the car park, which are also included within the Community Board application and fencing along the Greyhound/St Peters Church and the car park. Cllr Smith highlighted that the VAG started a fund to help towards railings and that neither the areas quoted for fencing are owned or the responsibility of the Parish Council.

**ACTION – Clerk to add to the meeting for discussion at the October meeting.**

Cllr Jha left the meeting.

81 To receive and update on the Community Board subgroups and full meeting. Agree any new Parish Council applications including associated funding for the following grant applications

- Speed Watch signage
  - These signs will show that you are entering a community speed watch area. There will be no match funding on these. Cllr Shinner to organise quotes and apply to the board. **ACTION – Cllr Shinner**
- Joint Environmental project with Chiltern Rangers.
  - Cllr Hatton took the Council through the project plan produced by Chiltern Rangers. This is a match funding project with the Council contributing 34% of the funds through labour and machinery purchase. Proposed Cllr Darby, seconded Cllr Shinner, agreed. **ACTION – Cllr Shinner to apply to the Community Board.**

Cllrs raised the question of changing our current wild flower planting to a more colourful one which has been included within the current plan.

Cllr Hatton proposed the project plan, associated labour and machinery costs and to apply for the Community Board bid. Seconded Cllr Dickson, agreed. **ACTION – Clerk to apply to the Community Board.**

82 Cllr Shinner gave the Council a brief update on the project and its objectives. We will follow this project and Cllr Shinner will bring back any relevant updates.

83 The Council discussed and agreed to adopt the new NALC/Bucks Code of Conduct. Not all Cllrs are happy with the content and that it is very subjective which are not very measurable. It is however best practice to adopt the CoC of the principle authority (Bucks) as it is the Bucks monitoring officer we would use in the event we had any issues. Proposed Cllr Hatton, seconded Cllr Ryan, majority agreed.

Cllr Bennett left the room

84 The Council discussed the “All Councils Charter” (previously known as the Parish Charter). The Council felt there were still a number of outstanding issues that need to be addressed before considering to sign it. The Clerk informed the Council that many of the Councils in the local area are unhappy with this document and have decided against accepting it. Cllr Shinner suggested we put together a list of concerns to send to Bucks to address, **ACTION – All Cllrs who have concerns are to send their thoughts to Cllr Shinner to compile the list.**

**ACTION – Clerk to bring this item back to the October Main Council meeting for further discussion.**

85 The Council discussed the request by the Queens Pageant master to light the beacon to celebrate HRH The Queen’s Jubilee on the 2<sup>nd</sup> June 2022. This was proposed by Cllr Dickson, seconded by Cllr Darby, agreed.

**ACTION – Clerk to bring this item back to the October Main Council meeting for further discussion on who will light the Beacon and if we want to undertake any other celebrations with the lighting event.**

86 The Council discussed and agreed the Litter policy/statement. Proposed Cllr Wells, seconded Cllr Ryan, agreed.

87 Cllr Hatton took the Council through the tender process and scoring criteria to decide upon the contractor to undertake the refurbishment at Cheena Meadow. The preferred supplier for these works is Wicksteeds. Proposed Cllr Darby, seconded Cllr Hatton, agreed.

**ACTION – Clerk to notify Wicksteeds and send them the list of alternations for discussion.**

- 88 The Council discussed and agreed to support the Village shops this Christmas by way of introducing a Christmas window display competition for the shops and residents which will increase foot fall. Prizes would be £150 for the best shop window and £75 for a residents prize, both prizes are to be sourced from village shops. Proposed Cllr Hatton, seconded Cllr Ryan, agreed.
- 89 The Council would like to c'fwd this item to the next meeting in October to discuss the request from a Bucks Cllr on our views with regards introducing 20mph zones within Chalfont St Peter and if we would support such a move.

**ACTION – Clerk to bring this item back to the October Main Council meeting for further discussion.**

- 90 To receive information items.

- Parish Council public surgeries – We had one visitor at the event. The next event is on the 16<sup>th</sup> October. Cllr Smith and Cllr Shinner will undertake this one.

**ACTION – Clerk to publish the list of all dates to Cllrs.**

- BMKALC AGM. An update was given on the event.
- NAG meeting. Report sent prior to the meeting.

- 91 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 s1) AGREED

- 92 No update received on the advice sought with regards the Holy Cross case and take any necessary actions, including agreeing any financial commitments.

**ACTION – Clerk to follow up with an email.**

- 93 Date of next meeting – **Thursday 28<sup>th</sup> October 2021 at 7.30pm**