

# CHALFONT ST PETER PARISH COUNCIL

Minutes of the **FULL COUNCIL** Meeting held at the CSP  
Community Centre, Gravel Hill, Chalfont St Peter, Bucks on  
Thursday 13<sup>th</sup> May 2021 at 10am



## MINUTES

In attendance: Cllr Bennett, Cllr Dale, Cllr Darby, Cllr Dickson, Cllr Hatton, Cllr Jha, Cllr North, Cllr Rush, Cllr Ryan, Cllr Shinner, Cllr Smith, , Cllr Vadar and Cllr Wells.

Also Present: Debbie Evans (Clerk), three members of the public.

- 1 The current Chairman of Council Cllr Smith asked for nominations for the post of Chairman for 2021-22. Cllr Smith proposed Cllr Shinner, seconded by Cllr Hatton. Unanimously agreed. Cllr Shinner accepted the position and signed the Declaration of office in the presence of the Clerk.
- 2 Cllr Shinner asked for nominations to the post of Vice Chairman. Cllr Shinner proposed Cllr Dale, seconded by Cllr Darby, agreed. Cllr Dale accepted the position and signed the Declaration of office in the presence of the Clerk.
- 3 Public Question Time – Three members of the public were present at the meeting. No specific questions were presented to the Council, they were there to observe the proceedings and meet the new Council.
- 4 Apologies received from Cllr Sandover and Cllr Southworth.
- 5 The following disclosable personal or disclosable pecuniary interests were declared.

SENSE – Cllr Hatton

Community Centre – Cllr Rush and Cllr Smith

Buckinghamshire Council – Cllr Darby, Cllr Rush & Cllr Smith.

Cllr Darby asked if Bucks Councillors must declare an interest if it is on the DOI (Declaration of Interests) form? The Clerk stated yes you do; you should declare an interest at each meeting if there is a relevant topic due for discussion.

Cllr Darby therefore proposed a blanket declaration of interests for Bucks Cllrs at all Council meetings going forward. **ACTION** – Clerk to check if this allowed as a declaration at a meeting should be in response to a specific agenda item.

- 6 The minutes of the meeting on the Thursday 29<sup>th</sup> April 2021 were proposed by Cllr Hatton, seconded Cllr Darby, agreed.
- 7 Before appointing Cllrs to committees Cllr Shinner proposed that two of the current Committees (Finance & Comms & PR) are amalgamated to make the Finance & General Purpose Committee. The Council discussed feedback received from recent canvassing highlighted the need for a clear, timely communications policy and that with the increased use of social media this is an area we should be increasing and utilising rather than

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marginalising. Cllr Darby stated that the current Finance Committee meetings are generally finished within an hour so have the capacity to include additional topics for discussion. Cllr Hatton reiterated that social media needs to have a spontaneous response otherwise its old news.

Cllr Rush suggested we run the new committee for a 6-month trial period and review its effectiveness. Proposed Cllr Shinner, seconded Cllr Rush, agreed.

The following Cllrs were appointed to the following committees. Proposed Cllr Smith, seconded Cllr Dale, agreed.

2021-22	A&P	OPEN SPACES	HR	FINANCE & GP (General Purpose)
Member	Cllr Bennett	Cllr Bennett	Cllr Darby	Cllr Dale
Member	Cllr Dale	Cllr Dale	Cllr Dickson	Cllr Darby
Member	Cllr Jha	Cllr Hatton	Cllr Hatton	Cllr Dickson
Member	Cllr North	Cllr Ryan	Cllr Jha	Cllr Jha
Member	Cllr Ryan	Cllr Sandover	Cllr North	Cllr North
Member	Cllr Shinner	Cllr Southworth	Cllr Rush	Cllr Rush
Member	Cllr Smith	Cllr Vladar	Cllr Shinner	Cllr Shinner
Member	Cllr Vladar	Cllr Wells		Cllr Southworth
Member	Cllr Wells			Cllr Smith
Member				Cllr Vladar

8 The following Councillors were appointed as representatives to outside bodies.

Cllr Shinner asked if any Cllrs would like to step down from their previous posts, Cllr Dickson requested to step down from the trustee position for the Maria Taylor Charity, which was accepted. Cllr Ryan was proposed by Cllr Shinner, seconded by Cllr Hatton to replace Cllr Dickson and work alongside Cllr Dale and another resident trustee.

## CHALFONT St. PETER PARISH COUNCIL

### Representatives for Outside Bodies – 2021/22

ORGANISATION	Contact No.	No. of PC reps	PC representative	Proposed and seconded appointment(s)
Age Concern GX	Jennifer Woolveridge <a href="mailto:Cllr.jennifer.woolveridge@southbuck.s.gov.uk">Cllr.jennifer.woolveridge@southbuck.s.gov.uk</a> Alternate email: svlodgejen@tiscali.co.uk	1	Cllr Ryan	Cllr Darby Cllr Hatton

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Bucks & Milton Keynes Association of Local Councils	Ruth Powell Acting County Executive 01296 383154	1	Cllr Darby	Cllr Smith Cllr North
CSP Community Association	Jenny Everitt 01753 885778	1	Cllr Smith	TBA
Chamber of Commerce	Marie Kavanagh. President of the Committee	1/2	Cllr Smith Cllr Vladar	Cllr Hatton Cllr Darby
Denham Aerodrome Consultative Committee	Beatrice Paul, Hon.Secretary c/o Denham Aerodrome Owls Oak, Denham, Middx UB9 5DN	1	Cllr Rush	Cllr Dale Cllr Ryan
Chiltern Open Air Museum Advisory Committee	Sam Hatfield Director museumdirector@coam.org.uk	2	Cllr Dale Cllr Ryan	Cllr Hatton Cllr North
Horn Hill Village Hall	Rosie Faunch	1	Cllr Hatton	Cllr North Cllr Ryan
Youth Club Committee	John Jenson 01753 883712	1	Cllr Dickson	Cllr Dale Cllr Ryan
Neighbourhood Action Group	Mr Tony Shinner 01753 880100	1	Cllr Shinner	TBA
Maria Taylor Trust	Vikki Murdock 01753 891582	2	Cllr Dale Cllr Ryan	Cllr Shinner Cllr Hatton
Feast of St Peter Committee Ltd	Sandra Clarke Church Office: 01753 880067	1	Cllr Shinner	TBA
Village Action Steering Committee	Vikki Murdock 01753 891582	N/A	TBA	TBA

## 9 To discuss the actions from Previous Meetings –

306b West Hyde Lane Issue – It was agreed to keep this under review. **C'fwd**

Cllr Darby proposed a polite letter is sent to the owners of the property highlighting the starkness of their boundary and suggesting some planting of hedgerow or trees which may soften the view and make for a more harmonious relationship with the community. Seconded by Cllr Hatton, agreed. **ACTION – Clerk** to organise letter.

404 Additional MVAS cameras, Cllr Shinner has approached the Community Board to ask for funding of approx. £7.5k (3 cameras). Cllr Shinner has the quotes and is awaiting confirmation on the recommended type of MVAS to acquire. **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 – The Clerk is tasked to organise a meeting for the stakeholders within the village that are affected by the flooding, to create a co-signed letter to Thames Water. Cllr Vlado suggested we also invite the residents of Woodside Close and Adstock mews. The Clerk will invite the local shops and business owners along with an invite to residents to attend a public forum meeting. Cllr Darby, Cllr Rush and Cllr Vlado to lead on the content and format of the meeting. **ACTION – Clerk** to arrange the meeting in accordance with COVID restrictions.
- 449ii The Jolly Farmer have asked for additional information on the wattage and electricity usage of the defib which the Clerk has sent them. Awaiting final confirmation from the Jolly Farmer that they are happy to accept. **ACTION - Clerk**
- 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. TVP have advised to wait until traffic volumes return to normal in early summer after restrictions have been lifted. **ACTION – Cllr Shinner c’fwd.**
- 475 Clerk to organise installation of the defib machine once it is confirmed if the Jolly Farmer or Rock House will take it. Awaiting quote from Leigh Electrical for installation. **ACTION – Clerk**
- 476 Clerk to organise a meeting with the Bucks Waste team, interested residents and Cllrs to discuss a way forward with regards litter issues within the village. CSG have recently undertaken a litter picking program, Clerk to speak to the CSG Clerk to find out if they have a plan with Bucks with regards removing waste. **ACTION – Clerk**

Clerk to find out the timetable of bin collections within the village. – **ACTION - Clerk**

- 10 As the newly elected Chairman Cllr Shinner went through a short statement, he read through the serenity prayer, his vision for the future of the Parish Council and what we need to do as a team to get there. Cllr Shinner thanked Cllr Smith for her previous 8 years as Chairman which have seen a lot of change. He thanked the Cllrs who have now left and the Parish Council team for all their support over the years. He also welcomed the new Cllrs.

Cllr Shinner highlighted specific areas which he felt were important going forward:

- Local Plan
- Neighbourhood Plan
- Flooding
- Working in partnership with Buckinghamshire Council, Community Board, Chamber of Commerce, and other local organisations.
- Working closely with other community groups such as NAG, Epilepsy centre, Neighbourhood Watch scheme, Colne Valley Park, St Peters Memorial Garden project, The Chalfont Activity Park scheme.
- Creating a new Village guide

Cllr Smith as outgoing Chairman thanked all Cllrs for supporting her over the last 8 years and gave credit to the staff, Debbie, Vikki and Mike. Cllr Smith welcomed the new Cllrs and encouraged them to utilise the staff who are there to support them.

Cllr Rush also thanked Cllr Shinner for all his work on the NAG.

- 11 To discuss and agree the minutes and recommendations from the following committees:

- A&P – 4<sup>th</sup> May 2021. Proposed Cllr Shinner, seconded Cllr Dale, agreed.

Recommendation – To organise an EOM to agree the quote from Troy to create representations for the M25 Extra service station. Proposed Cllr Hatton, seconded Cllr Ryan, agreed.

- EOM – 10<sup>th</sup> May 2021. Proposed Cllr Darby, seconded Cllr Ryan, agreed.

12 Cllr Darby proposed that delegated authority be given to Cllr Darby and Cllr North to sign the cheques in May which will be ratified in June. Proposed Cllr Darby, seconded Cllr Hatton, agreed. Cllr Dale and Cllr Shinner will sign the cheques in June.

13 Cllr North gave the Council an update on the Local Plan, CIL and Neighbourhood Plan.

CIL – Community Infrastructure levy. A payment given to a Parish through the planning process for extensions and on new build properties.

NP – The original plan was agreed in 2016 a copy of which is in your Cllr pack. The working party are working closely with a planning consultant to produce an updated version rather than a completely new plan. The later would require us to go back through the whole process along with a public consultation whereby an update would not require this. We need to manage expectations on what can be achieved with an update at this point. This update needs to reflect the current standards for Neighbourhood Plans and satisfy Buckinghamshire Council's requirements. It will look different to the earlier NHP, and will produce a good basis for us to move forward with discussions and collaborative working with Buckinghamshire Council.

We are in the process of getting our Housing Needs Assessment updated for our Parish (and viewable on the parish council website). The HNA is already in use in reference to new planning applications. It is a slower process than anticipated due to COVID restrictions. Cllr Darby highlighted how valuable the HNA is, it is invaluable to have an objective and independent document which can be used going forward to support discussions.

LP – The draft Local Plan created by CDC was withdrawn by Buckinghamshire Council. A new Buckinghamshire Council Local plan has started. Public consultation on this plan is expected to start this summer.

14 Cllr Smith gave the Council an update on the St Peters Memorial Garden project. Several of the working group members visited a site which was created by our preferred contractor. They looked at a proposed type of pathway material and planting options to enable the contractor to provide an updated quote. This quote will be sent to groundworks in the coming weeks. Once the full set of paperwork is put together an EOM will need to be organised to authorise before they can be sent to HS2.

Cllr Hatton again thanked Mr Older (project manager) for all the work undertaken on this project. His professional approach and manner are an asset to the project.

15 To receive information items.

Cllr Shinner Gave a brief update on the recent NAG report that was sent out. Community Speed checks which were delayed are now going to be allowed again once the relevant documentation has been checked by TVP.

Tuesday 18<sup>th</sup> May 2021 at 6.30pm – Police forum, the link is provided here  
<https://us02web.zoom.us/j/89370843102?pwd=dS9kOERLWm00NitlSTAZc2Rzcisvdz09>

Wednesday 19<sup>th</sup> May 2021 – NAG meeting at 6pm.  
<https://us02web.zoom.us/j/89825691297?pwd=VUNnRDZxOHVoNEZXNXRxK3F1UWRLUT09>

Cllr Smith      Attended the Chamber of Commerce meeting. They discussed the Bucks Arts week and how this week brings extra clients to certain businesses within the village.

Cllr Smith asked if we could assist the Chamber with regards advertising the event. Clerk to speak to the Chamber president to find out what they would like us to assist with. **ACTION – Clerk.**

The chamber is also very supportive of taking up the previously discussed Christmas window competition for Christmas 2021. Add to the agenda for Sept to discuss further.

Cllr Hatton      Updated the Council on the previous action to plant 30 oak and disease resistant ash in an area of the grazing field. Unfortunately, the area has been flooded and planting has been delayed.

Cllr Darby      Informed the Council that HS2 tunnel boring has now commenced in the Chilterns.

Cllr Dickson      Highlighted that some residents have been disturbed at night by trucks on Joiners Lane if anybody knows anything about this please report to TVP.

- 16      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.
- 17      The Clerk provided the Council with a paper on the candidates and the recommendation from the interview panel. Cllr Darby proposed the recommendation to hire candidate 3, seconded by Cllr Dickson, unanimously agreed.
- 18      Date of next meeting – **Thursday 24<sup>th</sup> June 2021**