

CHALFONT ST PETER PARISH COUNCIL

Minutes of the **Main Council Meeting** held at the Parish Council offices, Gravel Hill, Chalfont St Peter, Bucks on Thursday 30th March 2023 at **7pm**.



MINUTES

In attendance: Cllr Shinner (Chairman), Cllr Darby (part), Cllr Dickson, Cllr Harrold (part), Cllr Hatton, Cllr Jha, Cllr Longshaw, Cllr Rush, Cllr Ryan, Cllr Sahota, Cllr Smith, Cllr Southworth and Cllr Vladar

Also Present: Debbie Evans (Clerk)

THE CHAIRMAN INSTRUCTED THOSE PRESENT OF THE FIRE EXITS IN THE EVENT OF AN EMERGENCY

229 Two members of the public were present but did not wish to contribute at that time.

230 Apologies received from Cllr Dale and Cllr North.

231 The following disclosable personal and or disclosable pecuniary interests were declared.

Councillor Name	Agenda Item	Type of Interest
Cllr Smith	241	Personal
	253	Pecuniary Dispensation
Cllr Dickson	236	Personal
Cllr Jha	236	Personal
Cllr Darby	235	Personal
	252	Personal
	253	Pecuniary Dispensation
Cllr Vladar	250	Personal
	236	Personal
	247	Personal
Cllr Hatton	236	Personal
	247	Personal
Cllr Shinner	241	Personal
Cllr Rush	253	Pecuniary Dispensation

232 The minutes of the meetings held on Thursday 23rd February 2023 were proposed by Cllr Longshaw and seconded Cllr Sahota, agreed.

233 To discuss the actions from Previous Meetings –

176 Councillors are asked to let Cllr Hatton know if they have capacity to assist with the creation of data on the new character area – Eastern Green Belt, east of Denham Lane. **ACTION – All Councillors c'fwd**

193 Cllr Darby to organise the rota and tent content for Feast Day 2023. **ACTION – Cllr Darby c'fwd**

212 ACTION – Clerk to speak to Buckinghamshire Council re free parking at Church Lane carpark over the Coronation weekend, specifically the 6th May. **COMPLETED**. The PC has been advised that we will have to use one of our 5 free days entitlement if we wish to have free parking on Saturday 6th May 2023.

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In accordance with the Openness of Local Government Bodies Regulations Act 2014, all non-confidential supporting documentation is available to view from the Parish Council Offices

ACTION – Clerk to liaise with CoC President to see if they would prefer we use one of the free Saturday parking days to support “Small Business Saturday” rather than December Christmas shopping.

ACTION – Clerk to request the open spaces committee organise an appropriate plaque for the Kings Coronation to be placed by the newly planted Hornbeam on Gold Hill Common. **COMPLETED**

215 ACTION – Clerk to send the details of the Buckinghamshire Council Local Plan – Infrastructure Baseline consultation out again for people to start looking at before the proposed A&P and possible EOM meeting to discuss. **COMPLETED**

220 ACTION – Clerk to change the wording within the Standing Orders and Financial Regulations to show the legal reference rather than the actual amount. **NOT CHANGED** BMKALC has strongly urged councils to adopt those items in BOLD without changing them.

ACTION – Clerk to investigate from our agreed Standing Orders if one months’ notice should be given to Councillors of any changes to standing orders. **COMPLETED** There is no requirement for one months’ notice as clarified by BMKALC.

ACTION – Clerk to investigate if the Council should be “noting” or “agreeing” to a legally enforced change to Standing orders. **COMPLETED** The PC should note legal changes as directed by BMKALC.

234 The Chairman updated the Council on the following meetings he attended, Town & Parish Council Meeting, BMKALC Parish Liaison Meeting, GX Civic service, Colne Valley Regional Valley workshop, SENSE meeting, Speed Watch meeting, BMKALC Charing Skill workshop and an online NP meeting with consultants.

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

- A&P – 30th January. Proposed Cllr Smith, seconded Cllr Shinner, agreed.
- A&P – 13th March. Proposed Cllr Smith, seconded Cllr Jha, agreed.
- F&GP – 16th March. Minutes were proposed by Cllr Darby and seconded Cllr Rush, agreed.
 - 87 – **Recommend to Main Council** – To purchase a marquee at a cost of £295. Proposed Cllr Darby, seconded Cllr Shinner, agreed.
 - 99 - **Recommend to Main Council:** To continue investing Parish Council monies into different bank and savings accounts up to the protected £85,000. Proposed Cllr Darby, seconded Cllr Longshaw, agreed.
 - 103 - **Recommend to Main Council:** Introduction of Parish Council e-mail addresses for councillors at a one off set up cost of £285.00 and at an annual cost of £1530.00. Proposed Cllr Darby, seconded Cllr Rush, agreed.
 - 104 - **Recommend to Main Council:** To renew the annual subscription for the ICCM up to a cost of £110. Proposed Cllr Darby, seconded Cllr Shinner, agreed.
 - 105 - **Recommend to Main Council:** to renew the annual subscription to BMKALC up to a cost of £2200.00 for 2023-24. Proposed Cllr Shinner, seconded Cllr Hatton, agreed.

Cllr Valdar requested we move the CAPP group agenda item forward to accommodate the public present. Proposed Cllr Darby, seconded Cllr Hatton, agreed.

250 Cllr Vladar gave the Council an update on the recent work undertaken by the CAP group. The Parish Council agreed to pay and submit a planning application with professional assistance from skate park manufacturer and those involved in the CAPP group project up the value of £1,000, this agreement does not obligate the Council for any further commitment at this time. Proposed Cllr Vladar, seconded Cllr Dickson, agreed.

235 C’Fwd - To discuss and agree the minutes and recommendations from the following committees:

- Open Spaces – 20th March. Proposed Cllr Hatton, seconded Cllr Darby, agreed.
 - **230 - RECOMMEND TO MAIN COUNCIL** both the cost of the Teen Shelter (£8k) and the application to the Community Board for matched funding. Proposed Cllr Hatton, seconded Cllr Darby, agreed.
 - **231 - RECOMMEND TO MAIN COUNCIL** both the cost of the design stage (£3k) for the Nature Reserve project and the application to the Community Board for matched funding.

Cllr Hatton gave a presentation on the nature reserve and discussions had with interested parties. Cllr Hatton requested to add a further £1k to this recommendation to cover installation work. Total value to agree is £4k. Proposed Cllr Hatton, seconded Cllr Shinner agreed.
 - **233 - RECOMMEND MAIN COUNCIL** to purchase a plaque to be placed at the base of the new tree on Gold Hill Common up to the value of £270. Proposed Cllr Darby, seconded Cllr Hatton, agreed.
 - **234 - RECOMMEND TO MAIN COUNCIL** that at present CSP allotments do not conform to the legal requirements and therefore cannot accommodate animals such as rabbits and chickens on allotment plots. Proposed Cllr Hatton, seconded Cllr Vladar, agreed.
 - **235 - RECOMMEND TO MAIN COUNCIL** that the rotavator be purchased for £700 and used as matched funding towards the Nature Reserve project community board application. Proposed Cllr Hatton, seconded Cllr Vladar, agreed.

The Council would like to put the application in against a future nature reserve proposal.
 - **236 - RECOMMEND MAIN COUNCIL** the annual playground safety inspection at a cost of £360. Proposed Cllr Darby, seconded Cllr Hatton, agreed.
 - **237 - RECOMMEND TO MAIN COUNCIL** that the bollard be purchased for £500 and used as matched funding towards the Nature Reserve project community board application. Proposed Cllr Darby, seconded Cllr Hatton, agreed.
- EOM – 21st March. Proposed Cllr Smith, seconded Cllr Hatton, agreed.
- HR – 27th March. Discussions and agreement moved to private session.

236 Cllr Darby proposed the cheques for March, seconded by Cllr Dickson, agreed. Cllr Smith and Cllr Shinner agreed to sign cheques in April.

237 Cllr Vladar provided an update on the CAP group activities in a previous action point.

238 Cllr Shinner gave the Council an update on the Local Plan, Neighbourhood Plan, Epilepsy Planning application and Heritage Asset List.

ACTION – Cllr North, Heritage Asset List to be sent to all Cllrs as a refresher before it gets sent off.

239 Cllr Shinner provided the Council with an update on the Buckinghamshire Council Community Board subgroups, meetings and applications.

240 The monthly Buckinghamshire Council update was noted.

241 Cllr Smith gave an update on the St Peters Memorial Garden project. Cllr Shinner went through the Proposed costs for the Lych gate build and installation. The Council agreed to use the EMR of £8k to cover these costs. Proposed Cllr Shinner, seconded Cllr Darby, agreed.

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- 242 The Council discussed and agreed to undertake a celebration of volunteers within the village on Wednesday 7th June 2023 at 7pm.
- ACTION – Clerk** to send out an email to all Cllrs to ask for suggestions on invitees.
- 243 The Council discussed and agreed to invite COAM to speak at the Annual Meeting of the Parish on Thursday 18th May 2023. **ACTION – Cllr Smith** to ask COAM if they would like to take part.
- 244 The Council discussed the request to investigate the S106 funds raised on projects within CSP with the assistance of the Clerk. Proposed Cllr Hatton, seconded Cllr Shinner, agreed.
- 245 The Council received an update from the Kings Coronation working party members on the proposed celebrations in May 2023. The Council agreed to apply to the Community Board towards funding of the activities and a coronation bench. **ACTION – Clerk** to contact CB manager re putting in a bid and liaise with Councillors on the working party for the appropriate costs.
- 246 The Council discussed the business case to support the upgrade of the current overhead projector unit. The Council agreed to purchase a new screen and accessories at a cost of £2k. Proposed Cllr Sahota, seconded Cllr Hatton, agreed. **ACTION – Clerk** to organise purchase and installation.
- 247 Cllr Hatton provided an update on the Chalfont St Peter Nature Reserve project within the Open Spaces minute recommendations.
- 248 The Council agreed to purchase the Ride on Mower cut and collect machine which was ‘agreed in principle’ in August 2022 and capital budget allocated in November for 2023/4 before the cost of the machine increases considerably on the 1st April 2023. Proposed Cllr Longshaw, seconded Cllr Shinner, agreed.
- 249 The Council discussed the business case provided and agreed the funding to undertake a full fire risk assessment and ongoing annual costs on the PC premises in line with current legal requirements with direct365. Proposed Cllr Darby, seconded Cllr Valdar, agreed.
- 250 Agreed earlier on in the meeting.
- 251 The Council noted the change to the legal procurement thresholds for procurement from £25k to £30k and as a result resolve to make necessary changes to both the Financial Regulations S11.1b and Standing Orders 18av & 18c accordingly to ensure legal compliance is maintained.
- 252 The Council received an update on the proposed response to the Buckinghamshire Council Local Plan – Infrastructure Baseline consultation. Proposed Cllr Shinner, seconded Cllr Harrold, agreed. **ACTION – Clerk** to send response to Buckinghamshire Council.
- 253 The Council decided to carry forward the discussions on whether the Parish Council would like to work to towards the Local Council Awards Scheme as recently suggested by BMKALC. **C’fwd**
- 254 The Council discussed the proposed response to the Buckinghamshire Council Electoral Boundary Consultation and requested it be sent to all Cllrs. **ACTION – Cllr Rush.**
ACTION – Clerk to organise an EOM for Thursday 6th April for further discussion and agreement before the deadline of the 11th April 2023.
- 10pm – Cllr Harrold left the Chamber.
- 255 Cllr Shinner will send around the final wording for the full-page advert in the Feast Day programme. **ACTION – Cllr Shinner.**
- 256 To receive information items.
- Next Councillor surgery – Saturday 15th April 2023 10am to 12pm – Cllr Smith & Cllr Southworth attending.

257 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) proposed Cllr Shinner, agreed.

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

- HR – 27th March. The minutes were proposed by Cllr Hatton, seconded Cllr Shinner, agreed.
 - **40 – RECOMMEND TO MAIN COUNCIL** the proposed staff pay review for 2023/4. Proposed Cllr Hatton, seconded Cllr Darby, agreed.

The Council discussed the current appraisal process.

10.13pm – Cllr Darby left the Council chamber.

The Council agreed to revisit the appraisal process for the future. Cllr Vladar requested all Cllrs are involved in future discussions not just HR committee.

258 Cllr Shinner provided an update on the Holy cross case.

259 Date of next meeting – **Thursday 27th April 2023**

Meeting closed at 10.20pm.

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