

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 28th September 2023 at **7pm**.



MINUTES

In attendance: Cllr Shinner (Chairman), Cllr Dale (Vice Chairman), Cllr Darby, Cllr Dickson, Cllr Hatton, Cllr Jha, Cllr Longshaw, Cllr North, 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

90 No public present.

91 Apologies received from Cllr Harrold and Cllr Rush.

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

Councillor	Agenda Item	Type of interest
Cllr Shinner	112	Personal
Cllr Hatton	99,100,104	Personal
Cllr Smith	102, 103 ,104, 110	Personal
Cllr Darby	102, 103, 110	Personal
Cllr Vladar	99,100	Personal
Cllr Dickson	99,110 111	Personal
Cllr Jha	99	Personal
Cllr Ryan	100	Personal

93 The minutes of the meeting held on Thursday 27th July 2023 were proposed as a true record of the meeting by Cllr Shinner, seconded Cllr Hatton, agreed.

94 To discuss the actions from Previous Meetings –

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

49 ACTION – Clerk to seek advice with regards the current complaints process for Councillors.
COMPLETED

95 The Chairman will provide an update on events during Aug & Sept in the October update.

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

- Comms & PR – 3rd August. Proposed Cllr Vladar, seconded Cllr Jha, agreed.
- A&P – 7th August. Proposed Cllr Smith, seconded Cllr Shinner, agreed.
- A&P – 29th August. Proposed Cllr Smith, seconded Cllr Dale, agreed.
- EOM – 29th August. Proposed Cllr North, seconded Cllr Smith, agreed.
- A&P – 18th September. Proposed Cllr Smith, seconded Cllr Jha, agreed.
- F&GP – 21st September. Proposed Cllr Darby, seconded Cllr Shinner, agreed.

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- 36 - Recommendation to Main Council: To agree the Financial Risk Assessments 2023 subject to changes discussed. Proposed Cllr Darby, seconded Cllr Smith, agreed.
 - 37 - Recommend to Main Council: To renew the Broadband and Telephone contract with British Telecom for 2 years. Proposed Cllr Darby, seconded Cllr Dale, agreed.
 - 38 - Recommend to Main Council: To purchase a Christmas Tree for Gold Hill Common up to a cost of £450.00 Proposed Cllr Darby, seconded Cllr Shinner, agreed.
 - 39 - Recommend to Main Council: To give a donation of £100 to SENSE. Proposed Cllr Darby, seconded Cllr Smith, agreed.
 - 40 - Recommend to Main Council: to renew the annual subscription to Parish Online up to a cost of £280.00 for 2023-24. Proposed Cllr Darby, seconded Cllr North, agreed.
- Open Spaces – 25th September. Proposed Cllr Hatton, seconded Cllr Ryan, agreed.

7.30pm – Cllr Southworth arrived.

- 27 – To agree to fund up to £16k towards the first phase Nature Reserve project with 50% funds coming from the CIL pot and 50% coming from Community Board funding if possible. Proposed Cllr Hatton, seconded Cllr Dale, agreed.
- 28 – To agree to send the tree plant for 2023/4 of £2k. Proposed Cllr Hatton, seconded Cllr Ryan, agreed
- 31 – To agree to purchase a replacement basket swing leg at a cost of £1.5k. Proposed Cllr Hatton, seconded Cllr Vladar, agreed.
- 38 - To agree to purchase a rotavator to assist with placement of roadside bollards and future wildflower management. Proposed Cllr Hatton, seconded Cllr Ryan, agreed.
- 39 – To agree to purchase 130m x 5m missed hedging to be planted along one side of the perimeter of the nature reserve at a cost of £1.5k. Proposed Cllr Hatton, seconded Cllr Jha, agreed.

- 97 The Clerk reminded Council of the BMKALC recommended best practice approach for reserves for committees. Cllrs put forward their names for those committees they wish to be reserve on, they will only be required to attend as a reserve in the event the meeting is not quorate. Committees are to be given the names of those reserves and put into order of preference to be called first based on knowledge of the committee, proposed Cllr Darby seconded Cllr North, agreed.
- 98 The cheques were proposed in August by Cllr Smith, seconded Cllr Vladar, agreed. Proposed in September by Cllr Darby and seconded Cllr Dale, agreed and Cllr Shinner and Cllr North have volunteered for cheque signing in October, we may have online banking organised for then therefore only those Cllrs with work emails will be able to undertake these security checks.
- 99 The committee received an update on the latest CAP group activities. Cllr Darby proposed that where beneficial to the CAP group that the CAP working group party can apply and Clerk submit grant applications in the Parish Council name, seconded Cllr Vladar, agreed.
- 100 The Council received an update from a member of the Nature Reserve Project on its latest activities.
- 101 To Council received an update on the Local Plan, Neighbourhood Plan, M25 Services and Epilepsy Society planning application.
- 102 To Council received an update on the Buckinghamshire Council Community Board subgroups, meetings and applications.
- 103 The Council noted the monthly Buckinghamshire Council update.
- 104 The Council received an update on the St Peters Memorial Garden project.

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- 105 The Council gave feedback on the introduction of the new work related secure and GDPR complaint work email addresses for Councillors. **ACTION – ALL CLLRS** were requested to contact our IT providers and fix outstanding issues ASAP. C’fwd item for future discussion.
- ACTION – Clerk** to send through list of issues to Trident and request support for those of a technical nature.
- 106 The Council agreed to install permanent lighting at the Tommy Remembrance soldier up to the value of £320.
- 107 The Council agreed the Parish Council risks for 2023/4. Proposed Cllr Hatton, seconded Cllr Dale, agreed.
- 108 The Council reviewed and agreed the Project Priority List for Sept 2023. Proposed Cllr Hatton, seconded Cllr Dale, agreed.
- 109 The Council reviewed the CIL project list and agreed the use of £8k towards the NR project from funds already received. Proposed Cllr Hatton, seconded Cllr Dale, agreed.
- 110 The Council agreed to support an application to Bucks Parking control to install two disability parking bays along Market Place. Proposed Cllr Vladar, seconded Cllr Dickson, agreed.
- 111 The Council agreed to contact Bucks Planning to request the additional S106 funding from the Holy Cross Development of £143k towards the CAP group Skatepark project. Proposed Cllr Vladar, seconded Cllr Hatton, agreed.
- 112 The Council agreed to rent a pitch at the Feast Day 2023 Christmas Event at £30. Proposed Cllr Hatton, seconded Cllr Dale, agreed.
- 113 The Council agreed to permit SENSE to affix A4 flyers in specific locations in connection with their opposition to the planning application by Epilepsy Society (details to be available at meeting). Proposed Cllr Shinner, seconded Cllr Hatton, agreed.
- 114 The Council discussed at length the September Village Voice publication and its contents, in particular an article in support of the Epilepsy Society planning application. Cllr Hatton proposed, seconded by Cllr Shinner the removal of the publication from the Parish Council website. This was not agreed by Council. Cllr Darby proposed this discussion to be taken to Comms & PR committee on the 19th October, seconded by Cllr Vladar, agreed by Council.
- ACTION – Clerk** to add to the Comms & PR committee on the 19th October for discussion.
- ACTION – Clerk** to take out the word “disclaimer” and make the words that follow bigger and bolder.
- 115 To receive information items.
- Update received on the Councillor Surgery which took place in August 2023.
 - Update received on the Councillor Surgery which took place in September 2023.
 - Next councillor surgery – Saturday 21st October 2023 10am to 12pm – Cllr Smith & Cllr Dale
 - Working groups and the Councillors involved.
 - Holy Cross – Cllr Shinner,(lead), Cllr Hatton, Cllr Smith and Clerk
 - St Peters Memorial Garden – Cllr Smith (lead), Cllr Shinner, Cllr Hatton, Head Haywarden.
 - Nature Reserve – Cllr Hatton (lead), Cllr Vladar, Cllr Ryan,
 - Local Plan – Cllr North (lead), Cllr Shinner, Cllr Smith, Cllr Hatton,
 - Neighbourhood Plan – Cllr North (lead), Cllr Shinner, Cllr Smith, Cllr Hatton,
 - Tree Management – Cllr Southworth (lead), Cllr Ryan.
 - CAPP group – Cllr Vladar (lead), Cllr Hatton, Cllr Jha and Cllr Dickson.
 - Planters – Cllrs are happy to assist with replanting the planters for the next season, budget is available.
- 116 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)

- 117 The Council received an update from a member of the working party, a full update will be available next month.
- 118 Date of next meeting – **Thursday 26th October 2023 at 7pm**

Meeting finished at 10.15pm

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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