

CHALFONT ST GILES PARISH COUNCIL

A meeting of the Parish Council was held on Wednesday 4 January 2017 at The Gardens Association Hall, Chalfont St Giles at 8.00 p.m.

Present: Cllr M Phillips (Chairman), Cllr D Bray, Cllr R Gill, Cllr J Lomas, Cllr S Long, Cllr R Massey, Cllr Ryman, Cllr C Santry and the Clerk H Griffiths.

Public Forum

1. **Apologies for absence:** Cllr G Patrick, Cllr J Chamberlain and Cllr P Lea-Wilson
2. **Declarations of Interest:** None.
3. **Minutes of the meetings held on 7 December 2016 report 53/16:** Were agreed and signed in meeting.
4. **Clerks notes:** None available.
5. **Correspondence**
 - 5.1. **Invitation to the Buckinghamshire Freight Strategy workshop – circulated by email:** Cllr Long agreed to attend this meeting.
 - 5.2. **Update on the Chalfonts LAF and activities of TFB – circulated by email:** Comments on this document to be forwarded to Cllr Chamberlain.
 - 5.3. **Request for Royal Garden Party nominees:** Clarification of nominations required, Clerk to investigate
 - 5.4. **Letter from HMRC - PAYE asking to be paid electronically:** Clerk will investigate ways of making automated payments until online banking is set up.
 - 5.5. **Invitation to the new Simply Walk in Little Chalfont:** Noted.
 - 5.6. **Letter from Yvette Hitch, Area Commander Thames Valley Police re restructuring update:** Noted.
6. **Correspondence received after the agenda was circulated:**
 - 6.1. **Tackling Crime: Protecting People 2017-2020 Survey (Circulated by email):** Councillors were asked to complete the survey
 - 6.2. **Community Impact Bucks providing Funding and Governance Advice for Voluntary Groups:** Information to be added to the web site.
7. **Reports from committees**
 - 7.1. **Planning Committee meeting 7 December 2016 52/16:** Minutes to be amended and signed in the next planning meeting.
 - 7.2. **Planning Committee meeting 21 December 2016 54/16:** Proposed by Cllr Bray and seconded by Cllr Massey all agreed.
 - 7.3. **Open Spaces and Amenities Committee meeting 21 December 2016 55/16:** Minutes to be amended and signed in the next Open Spaces Committee meeting.
8. **Current Matters:**
 - 8.1. **To update on precept capping for 2017/18:** The Secretary of State for Communities and Local Government had made a statement to the House of Commons regarding the local government finance settlement for 2017/18. Precepts will not be capped for Parish Councils, however they will be kept under close review and excessive increases will be made more

transparent to local tax payers. Cllr Ryman suggested that we keep this statement in mind when further devolved services are passed down from the County Council.

- 8.2.** To accept the audit of 2015/16: The Audit has been returned with the following comments:

"Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

"The council states in Section 1, item 5 that in 2015/2016 it has assessed the risks it faces and taken appropriate mitigating action. However, Internal Audit's report at section 4 answered 'no' to the corresponding internal control (c) as the Council did not formally complete and approve the risk assessment by 31 March 2016. The Council needs to ensure it formally approves a risk assessment in 2016/17."

Cllr Bray proposed that we acknowledge the findings in the report and Cllr Ryman seconded, all agreed. The risk register would be looked at in the next F&GP meeting.

- 8.3. To update the progress of the Neighbourhood Plan:** Cllr Phillips gave an update of the plan and explained that following a meeting in Jordans with the Jordans Neighbourhood Plan Working Party (JNPWP), Troy Navigus and the Parish Council Working Party, a new draft plan was being created. This will take into account the work already conducted by JNPWP and create areas of common interest and areas specific to Chalfont St Giles or Jordans. Cllr Phillips posed three questions:

1) Do we have the confidence in Troy Navigus to produce our Neighbourhood Plan?

2) Do we agree to the new format of common areas and specific detail for the two villages?

3) Do we agree to spend extra money (currently thought to be approx. £2500) to enable a complete re-draft to the new format and additional required consultations, in order to achieve a joint neighbourhood plan?

Cllr Bray proposed that we accept all of the questions with a yes response, this was seconded by Cllr Long, all agreed.

- 8.4. To update the Christmas window display competition:** The competition had been well received by the public and businesses and very positive feedback had been given to Cllr Chamberlain. The winning business was Village Hair on the High Street, second place was Yaldens at Three Households and third place was the Rennie Grove Hospice Shop on the High Street.

- 8.5. To discuss our publications scheme and in particular the use of notice boards:** It was agreed that a publications policy would be created to encompass all of the media currently used.

- 8.6. To discuss the Rural Exception Policy for affordable housing:** Following a meeting Cllr Bray, the Clerk and CDC the council would like to know more about how Lapraik Grove is managed by Hastoe Housing. The clerk to follow this up with CDC.

8.7. To agree to monitor the anti-social behaviour around the library after re-installation of the bench: It was agreed that we shall monitor the situation once the new bench is installed.

9. Accounts for November 2016: Cheques were signed in meeting and bank reconciliation was signed by Cllr Gill as Chairman of F&GP.

10. Items for future agenda.

10.1. Arrangements for the Annual Meeting of the Parish

11. Date of next meeting – Wednesday 1 February 2017

Meeting ended 9.22pm