

CHESHAM TOWN COUNCIL

Minutes of the meeting of the TOWN COUNCIL

held on Monday 25th February 2019

PRESENT Councillor Mrs J. E. MacBean – Town Mayor (presiding)

Councillor	A.K. Bacon	Councillor	P.J. Hudson
"	M.Z. Bhatti MBE	"	R.C. McCulloch
"	N.L. Brown	"	N.T. Southworth
"	Miss E.A. Culverhouse	"	N. Varley
"	M. Fayyaz	"	P.W. Yerrell
"	A.W. Franks		

Officers: Mr W. Richards - Town Clerk
Mr S. Pearson – Finance and Contracts Manager

In Attendance: Mr L. James – The Environment Agency (agenda item 6 only)

Apologies for absence were received from Councillors Q. Chaudhry, D. MacBean, M.W. Shaw, Mrs D.M. Varley, S.P. Willmoth and F.S. Wilson.

93. **MINUTES**

It was

RESOLVED

that the Minutes of the Meeting of the Council held on the 28th January 2019 be confirmed and signed by the Town Mayor as a true record.

94. **DECLARATIONS OF INTEREST**

There were no Declarations of Interest that were brought to the Mayor's notice.

95. **PUBLIC QUESTION TIME**

The Town Mayor invited questions from the public.

There were no questions which were brought to the Mayor's notice.

96. **EXCLUSION OF PUBLIC AND THE PRESS**

It was moved by the Mayor and

RESOLVED

that the public and the press be excluded from the following item in accordance with the Public Bodies (Access to Meetings) Act 1960, as matters which are considered to be confidential are about to be discussed.

97. **FLOOD ALLEVIATION SCHEME**

The Council received a presentation from Mr Lee James of the Environment Agency in respect to the Agency's preferred option to undertake an upgrade to the Chesham Brook culvert. He stated that, while many options had been considered, the Environment Agency were of the firm view that the one presented to the Council was realistically the only option potentially able to obtain the necessary funding. Mr James therefore stated that he was hoping for this Council's support to move the proposals forward.

Members did express a number of reservations about the design and location of the upgraded culvert and other matters such as water flow but it was agreed that the Council needed to be seen to be proactive in resolving the current situation and therefore ought to offer its support to the scheme.

It was

RESOLVED

that the Clerk, in liaison with the Town Mayor, devise and send a letter to Chiltern District Council and the Environment Agency expressing the Council's in-principle support for the scheme outlined in the presentation with a view to arranging meetings with the District Council and other stakeholders in due course if required.

The Mayor then re-opened the meeting to the public and the press.

98. **MAYORAL ENGAGEMENTS AND ANNOUNCEMENTS**

Members had before them and duly noted the list of the Town Mayor's engagements from 29th January – 25th February 2019.

Through the Chair, Councillor Miss Culverhouse advised that the Chinese New Year event on the 9th February had been organised by Chiltern Voice and not Chesham Connect as recorded.

The Mayor then announced that she had received notification of the resignation of Councillor Whitfield. She explained that a casual vacancy notice would now be displayed as required by law to ascertain whether a bye-election would be required. She offered up a vote of thanks to Councillor Whitfield for his efforts as a Member particularly in respect to work on the Local Plan Working Party.

99. **RESOLUTIONS MOVED ON NOTICE**

Pursuant to 'Resolution Moved on Notice' in accordance with Council's Standing Orders no. 10, the Council considered the following motions moved by Councillor Bacon:

1. *'This Council urges Chiltern District Council to apply for funding for Chesham from the Future High Streets Fund'*
2. *'This Council notes the large drawdown of reserves forecast and that the estimated general reserve at 31 March 2020 is barely above the minimum specified in the Reserves Policy. The Council will work to ensure that it maintains at least this minimum general reserve.'*

In respect to the first motion, the Mayor advised that Chiltern District Council had, in the previous week, confirmed its intention to submit a bid on behalf of Chesham. Councillor Bacon responded that, as he was required by Standing Orders to submit a motion some 12 days in advance, this was not known at the time of submission and therefore he was happy to withdraw his motion accordingly.

In respect to the second motion, the Mayor referred to the powers invested in standing order 10e, namely that *'if the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committees as the Council may determine for report'* and accordingly she ruled that it should be referred to a future Finance Committee.

100. **CHESHAM YOUTH COUNCIL**

Members received the Minutes of the meeting of the Chesham Youth Council held on the 7th January and the 4th February 2019.

Arising from the Minutes, Councillor Miss Culverhouse advised that it was intended that Youth Councillors would be presenting the Council in the future on their work to date and future ideas.

It was

RESOLVED

that the Minutes be noted.

101. **STAFFING AND STRATEGY WORKING PARTY**

Members received the Minutes of the meeting of the Staffing and Strategy Working Party held on the 21st January 2019.

Members briefly discussed the possible impact of a new unitary authority on staffing levels and it was noted there would be further reports on this as the roles and responsibilities of the new authority became clearer.

It was

RESOLVED

that the Minutes be noted.

102. **PLANNING COMMITTEE**

It was moved by Councillor N.L. Brown and seconded by Councillor N.T. Southworth and

RESOLVED

that the Minutes of the meeting of the Planning Committee held on 14th January 2019, be received and approved.

103. **PLANNING COMMITTEE**

It was moved by Councillor N.L. Brown and seconded by Councillor N.T. Southworth and

RESOLVED

that the Minutes of the meeting of the Planning Committee held on 11th February 2019, be received and approved.

104. **RECREATION AND ARTS COMMITTEE**

It was moved by Councillor Mrs J.E. MacBean and seconded by Councillor M. Fayyaz and

RESOLVED

that the Minutes of the meeting of the Recreation and Arts Committee held on 18th February 2019, be received and approved.

Arising out of Minute No. 63, the Mayor advised that it had been raised that there was some ambiguity as to whether the resurfacing of the Gym and Swim outdoor courts had been fully budgeted for and therefore she was recommending it be referred to the Finance Committee. This was agreed.

105. **DATA PROTECTION UPDATE**

The Council received an update on data protection issues and the works undertaken by officers to seek compliance with the new General Data Protection Regulations (GDPR), including a comprehensive Records Retention Schedule revision. The Mayor congratulated all officers on this major piece of work.

In respect to the Records Retention Schedule, Councillor Franks opined that it was his experience that Income Tax records may be required to be kept for up to 20 years. Officers agreed to research this and amend the schedule if necessary.

It was

RESOLVED

1. That the revised Records Retention Schedule be approved subject to a possible amendment concerning tax records.
2. That the update be noted.

106. **PAYMENTS NO. 6**

Following consideration of Payments Sheet No. 6, it was

RESOLVED

that Payments Sheet No. 6 in the grand total of £280,862.69 be approved and the various payments and transactions set out therein be confirmed.

107. **CLOSE OF MEETING**

The meeting closed at 9.10pm.