



LAVENDON PARISH COUNCIL

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Minutes of the Monthly meeting of Lavendon Parish Council held on Monday 13 May 2013.

Present: Mr D Tomkins (Chair), Mrs C Porter (Vice-Chair), Mr A Tourle, Mr T Usher, Mrs H Patton (Clerk), Mr M Lankester (RFO), Mr D Deacon, Mrs K Brown, Mrs D Campion, Cllr D Brock and 3 members of the public.

Apologies: Cllr P Geary, Mr J Taylor

1. The Chair welcomed those present and apologies for absence were noted from Mr J Taylor and Cllr P Geary.
2. The Minutes of the Monthly Meeting of 8 April 2013 were confirmed, and the minutes of the Quarterly Finance Committee of 15 April were confirmed.
3. **Declaration of Interests on Agenda items** – none.
4. **Report from Ward Councillors** – Cllr Brock advised that MKC Landscaping would be circulating a letter to the Parish Council to set out their budget for the forthcoming year (including areas for work, how often they would be cut etc)

Nun Wood- Cllr Brock advised that the public enquiry to hear the appeal is on 11 June at Bedford Borough Hall. It was noted that the PC have objected to MK and Wellingborough Councils on the application to erect a temporary anemometry mast on land between London Road and Harrold Road, Bozeat.

Re-surfacing of Olney Road – Cllr B advised that this work was due to commence shortly, and would send HP confirmation of exactly when this would be.

5. **Finance Report-**

It was noted that DT undertook scrutiny of accounts for the fourth quarter, ending 31 March 2013. He reported that he had found no issues.

- a. *Payments and Receipts during April* - It was agreed that this report would form part of the minutes in future. HP to submit to website. It was agreed to retrospectively approve expenditure for a second round of Mole treatment at the cemetery, and work at the Allotment- ditch clearance and hedge cutting.
- b. *Insurance and Electricity Renewal*- It was agreed that the PC would proceed with proposed option for insurance renewal. ML advised that he has given notice (90 days

required) to e.on to inform them that the PC intend to terminate our contact with them. It was agreed that ML would seek a more competitively priced electricity supplier and was given authority to engage them on behalf of the PC. This was to be notified to the PC by email.ML to action.

- c. *Internal Audit Report (section 4 of Annual Return)* ML reported that correspondence had been received from the internal auditor to advise that review of PC activity had been undertaken and no major issues had been found, although it was noted that the Clerk and RFO's salaries did not correspond to any points on the NALC pay scales, but he understood that this was shortly to be resolved. He also included a new letter of engagement (the current RFO didn't have a copy of the previous letter of engagement).
 - d. *Annual Governance Statement (Section 2 of Annual Return)* ML reported that this had been completed on behalf of the PC and is ready for submission on 30 June. ML advised that item 5, Risk Assessment, had not been completed for the current year; as a result it was resolved that:
 - a) The RFO will attend a Risk Assessment training session organised by BALC on 13th June 2013
 - b) Following attendance at the training session the Council's existing Risk Assessment Policy will be reviewed and revised as considered appropriate by the Council's Finance Committee. Risks will be identified, assessed, monitored and managed in accordance with the approved policy.
 - e. *Chair's Allowance*- It was agreed that the Chair would receive an allowance of £300 for the year.
 - f. *Clerk and RFO annual salary review*- It was proposed that both the RFO and Clerk would receive an annual appraisal by the HR representatives. It was noted that the RFO had submitted a proposal to Cllrs for an increase in substantive hours from 11 to 22 per month. It was agreed that this would be considered as part of the appraisal process.
 - g. *Chairs chain of office* - The purchase of a bar on the chair of office to commemorate the outgoing Chair was approved at a cost of £36.71 plus VAT and postage costs.
- 6. Meetings Schedule 2013/14** - this had been circulated to all Councillors and it was resolved, subject to setting the Annual Parish Meeting for a date in May 2014. DT to contact B Shaw (VH booking sec) to find a date, nearer the time.

It was noted that at least one of the dates would clash with VH committee meetings; it was agreed to consider moving the 28 April meeting. This would be confirmed at the June PC meeting.

7. Other Ongoing Issues:

- a. *Landscaping/Playing Field* – Soames Green- KP reported that a flower bed at Soames Green was very overgrown. MKC are responsible for maintaining this area, but their schedule has slipped so it was proposed that the PC arrange a day to clear this; it was agreed to find a date via email. HP to action.

KP advised that there is an area adjacent to 2 Rectory Orchard that needed clearance.

Insurance obligations- It was agreed that regular checks of Doddshill and the Playing field would be arranged. KP/DC/AT to action.

Anti Fouling Signs- DT advised that the sites for the 4 signs purchased had been agreed and he would be erecting them shortly.

Pavilion- HP reported that the pavilion fence is in need of repair and 2 posts by tarmac parking area are missing. It was agreed that HP would seek quotes for repair of these.

Bin at the Playing Field- KP/DT reported that the PC had received a complaint about litter at the playing field. It was agreed to monitor the situation and consider it again at the June meeting.

- b. *Cemetery/extension-* AT reported that work had commenced on the wall clearance and laying of the topsoil on the cemetery extension area. It was agreed that the area would need to be seeded in the autumn. HP to obtain quote for this.

It was noted that there is currently no source of water at the cemetery; it was agreed to consider installing a water butt when a new lych gate is in place.

- c. *Pavilion*

WREN update- DT advised that AT/KP/HP and DT had met with Staddle builders to discuss the schedule for building works at the Pavilion. DT advised that payment would be required in 2 parts- the first approx. 4 weeks after work commencing and the second upon completion.

VAT- it was agreed that ML would seek advice from HMRC on whether 'change of use' building works at the Pavilion (to changing room area) are subject to VAT.

Pre-School – KB reported that K Martynski would send an update on OFSTED registration progress shortly.

It was agreed that the PC would not be waiving rent for the PSLA this half term or next. KP advised that PSLA would be withdrawing from the setting on 19 July and that thereon it would become a parent led setting. It was agreed that at this stage the Parish Council would be prepared to waive rental charges for the Pavilion in order to support the establishment of the new setting

- d. *Allotments* – DC enquired who is responsible for maintenance of pathways and the edges of plots. KP advised that historically this had been agreed with an allotment management committee to be the responsibility of the allotment holders. The PC would consider taking this over, but it would bring a cost which would have to be passed to allotment tenants.

It was resolved to arrange a meeting with the allotments holders committee to discuss any outstanding issues. DC to arrange.

- e. *Old School* –

Lease renewal- It was agreed that HP would check the square footage of the Old School and advise TU in order for him to confirm that the PC are charging the appropriate rental rates. Once this was confirmed the PC agreed to request that the solicitors proceed with the renewal of the lease for Oakwood Nurseries.

Painting of External Windows- It was agreed that HP would contact Brian Panter to find out when work to windows would take place. It was also agreed that HP would seek a quote for repainting the railings and gate at the Old School.

f. NAG – DT advised that he had nothing significant to report as he was unable to attend the recent NAG meeting. However, he advised that a community speed watch would take place in the village shortly.

g. *Planning-*

The Saltbox- An updated proposal for the development of the Saltbox has been received by the Parish Council. This iteration includes a footpath along the inside of the hedge (close to the houses). It was agreed that when the application is submitted to MKC and the PC received consultation we would prefer to see a designated public footpath on the cottage side of the hedgerow (currently not very clear on the plans). HP to advise Great Gables.

7. PUBLIC QUESTION TIME

Q: New Row resident- requested an update on the parking issue.

A: KP advised that the PC have put money aside in the budget for this (to be matched by MKC Community Parking Fund). She advised that New Row residents contact Cllr Brock for an update. DD added that MKC had suggested that the work on New Row parking would be tied in with flood attenuation works.

8. Matters Arising-

The meeting closed at 9.37pm.

Signed:Chair

Dated: