

**LAVENDON PARISH COUNCIL**

Clerk

The Pavilion

63a High Street

Lavendon

MK46 4HA

Tel: 01234 241941

Email: clerk@lavendonpc.org

Minutes of the Monthly meeting of **Lavendon Parish Council** held at The Pavilion on **Monday 12th February 2024**

**Present**: -

Cllr Alex Mountcastle

Cllr Steve Axtell

Cllr Gary Manning

Cllr Michelle Ramsden

Cllr Louise MacKenzie -Chair

Cllr Ann Kelcey

Ward Cllr Keith Mclean (Joined part way through the meeting)

Pam Ayres - Clerk

**Welcome by the Chair –** The Chair welcomed those present to the meeting.

Meeting commenced at 19:30

1. **To accept apologies for Absence: -**

Apologies were received from: - PSCO Arlene Ormston, Cllr Martino Ginepro and Ward Cllr Peter Geary.

**2. Declarations of Interest in items on the agenda**

No declarations of interest were received.

**3. To approve, and Chair to sign as a correct record, the Minutes of the meeting held on 8th January 2024   
Resolved**: That the Minutes of the Meeting held on 8th January 2024 be approved. The minutes were duly signed by the Chair.

**4. Public Questions**

There were two members of the public present. Mr & Mrs Baxter explained that they had recently moved to the village and were at the meeting to observe proceedings.

**5. To receive PCSO’s Report**

PCSO Arlene Ormston was unable to attend the meeting but provided the following crime report: -

***Crime Report Incidents from 08/01/2024 – 09/02/2024***

|  |  |
| --- | --- |
| 2 x Antisocial Behaviour | January & February 2024 |
| 1 x Harassment | February 2024 |
|  |  |

***Other Incidents not crime related in Lavendon***

|  |  |
| --- | --- |
| *None* |  |
|  |  |

***Other Incidents in surrounding villages***

|  |
| --- |
| *None* |
|  |

**6. Finance**

**6.1 To receive the Clerk’s financial report for the period 1st - 31st January 2024**

**Resolved:** That the schedule of receipts and payments made during the period 1st – 31st January 2024 as circulated, be approved.

**6.1a** **To receive the Budget Report for the financial year to date.**

**Resolved**: Noted.

**6.2** **To appoint accounts scrutineer.**

**Resolved:** ThatCllr Axtell be appointed as accounts scrutineer

**6.3** **Purchases for approval**

The following items were put forward for approval:

**6.3.1** **Replacement guttering** **at Old School**

The Clerk provided details of a quote obtained for repairs to the guttering at the Old School. The quote was discussed, and it was decided that further information was needed before a decision could be made.

**Resolved:** That the Clerk obtain further information from the contractor regarding the quote.

**6.3.2 Transfer office phone to IP (Internet) phone**

The Clerk provided details of a quote received from Teklogic in the sum of £75.30 for switching the office analogue telephone line to a digital phone line. A discussion took place, and it was agreed that it would make sense to move the office number onto an IP (Internet) phone ahead of the analogue system being switched off next year.  It was further agreed that Cllr Axtell would discuss details of the quote with Teklogic and report back to the Clerk.

**Resolved:** Cllr Axtell to discuss details of the quote will the contractor and report back to the Clerk.

**6.3.3** **EICR Test** **&** **PAT Testing**

The Clerk provided details of a quote received from Phoenix Fire Detection Ltd in the sum of £400.00 + VAT to carry out an EICR test and PAT Testing at the Pavilion. A discussion took place, and it was agreed accept the quote on the basis that it was reasonably priced, and the company had carried out work previously for the Parish Council which had been of good quality.

**Resolved:** To accept the quote from Phoenix Fire Detection Ltd and the Clerk to arrange for the work to be carried out.

**6.4** **Appointment of Internal Audit – for the 2023/24 Financial Statement**

The meeting was asked to consider the need to appoint an Internal Auditor in advance of the financial year end 2023/24. The existing auditor had been approached and had agreed to undertake the role at a cost of £200 - £500 depending on the amount of work involved. Mrs Julie Betts had carried out the role previously and had always demonstrated a very high level of understanding and knowledge of local government finance.

**Resolved:** That Mrs. Julie Betts be appointed as the Parish Council’s internal auditor for the financial year 2023/24.

**6.5** **Barclays - additional signatures**

Cllr MacKenzie reported that she is still experiencing problems with completing the ID checks online and had spoken to Barclays on several occasions in an attempt to try and get the issue resolved.

**7. Policies And Procedures**

**7.1 To agree and adopt an Information & Data Protection Policy**

The details of the draft Information & Data Protection Policy circulated prior to the meeting were discussed and clarification sort on the wording of the Code of Recommended Practice on Transparency compliance.

**Resolved:** The Clerk to seek clarification on the wording of Code of Recommended Practice on Transparency compliance from SLCC and report back to Cllrs at the next meeting.

**8. To receive CLERK’S REPORT**

**8.1 Kissing gates – Update**

The Clerk reported that she’d received the following update from the Rights of Way Officer at MKCC *“Agreement has been reached with the landowners to replace the two stiles on their land at the top of Castle Road. However, an issue regarding the third stile has arisen which MKCC are looking into. Once this issue has been resolved, the gates will be installed.”*

**8.2 Basket Swing – Update**

S106 funding has been secured and the basket swing is due to be installed at the end of February, weather permitting.

**8.3 Transfer of land on the east side of Harrold Road – Update**Planning permission has been granted for the development. The planning permission is contingent on the obligations in the Section 106 Agreement which requires that the planning permission is not to be implemented until the Community Land has been transferred to the Parish Council. The transfer of the Community Land will not take place until the existing tenancy is surrendered.

**8.4** **Preschool – Update**

The Clerk reported that following the previous meeting she had emailed the Directors of Preschool but had yet to receive the information requested. A discussion took place, and it was agreed that in the absence of the requested information and to bring the matter to a resolution, going forward, the rent would be based on a fixed amount of twelve equal installments calculated on full-time hours. This would be underpinned by a contract to be signed by both parties. It was further agreed that should the requested information be forthcoming, the decision taken would be revisited.

**AP1:** The Clerk to advise the Directors of the Preschool of the Parish Council’s decision.

**8.5 War memorial**

The Clerk reported that following the recent damage to the War Memorial, the second such incident in less than a year, she has written to Highways to determine whether it would be possible for white lines to be placed around the memorial to help prevent any further damage by passing lorries.

**8.6**  **The Lavendon Flood Alleviation Scheme**

The Clerk reported that she’d received the following update from MKCC via Ben Everitt concerning Lavendon Flood Alleviation Scheme.

*“We have just received draft options for a review, and we have a meeting planned later this week to agree options with the consultants. Once finalised we will be moving onto drafting the outline business case for a delivery of selected scheme using the allocated funding.*

Ben Everitt will continue to press MKCC for further progress on this.

**8.7** **Bus Timetable Guidebooks**

The Clerk reported that she’d received an email from the contractor that works with MKCC’s passenger transport team, advising that they have a stock of bus timetable guidebooks available to Parish and local Community Groups.

A discussion to place and it was agreed that it would be a good idea to request a stock of the bus timetable guidebooks to be distributed in various locations around the village.

**AP2:** The Clerk to request copies of the bus timetable guidebooks.

**8.8** **Allotment**

Three out of the four vacant plots have now been taken. The remaining vacant plot will be advertised on the website and on Facebook.

**8.9** **Procurement Thresholds**

* The thresholds for public procurement have changed from 1 January 2024.
* Parish Councils are bound by the Public Contracts Regulations 2015.
* Published contracts over £30,000 (£25,000 + VAT) have to be advertised on Contract Finder
* Published contracts over £214K (£214,904) must comply with the full requirements of the Public Contracts Regulations 2015.

**8.10 Accessibility Fund**

**Applications for the annual £25k accessibility fund are now being invited. Applications can be made to request accessibility improvements to the local highway including: -**

* Adding dropped kerbs and handrails
* Signage or fresh markings

**AP3:** Suggestions for accessibility improvements to be forwarded to the Clerk.

**8.11**  **Flood response plan /team – Update**

The Clerk has written to the Fire Brigade and is currently awaiting a response.Ward Cllr McLean commented that Ravenstone have set up an active community flood response team and suggested approaching the Clerk at Ravenstone Parish Council for advice on how to go about setting up an action plan.

**AP4:** The Clerk to contact the Clerk at Ravenstone Parish Council regarding setting up an action plan.

**8.12 Cemetery – draft plans**

The Clerk provided the meeting with copies of the draft layout plan for the extension to the cemetery. A discussion took place and an agreement in principle was reached to accept the draft plan with the addition of benches and a water feature.

**AP5**: The Clerk to arrange for the draft plan to be amended.

**9 Planning Applications - Updates**

**9.1 Application no: 23/02041/OUT**- Outline application for a residential development comprising 26 dwellings including 18 self-build plots and 8 affordable dwellings. At: Land South West of Uphoe Manor Farm Bedford Road Lavendon. **Refused**

**9.2 Application no: 23/02467/CLUP -** The proposed replacement of the existing wooden front gates with double-vehicle and single-pedestrian weld-mesh gate At: Lavendon School High Street. **Approved.**

**9.3** **Application no: 23/02749/HOU -** The conversion of an existing single garage to a garden room and storage area, including new bi-fold doors, window, and associated alterations At: 7 Tinick Crescent, Lavendon**. Full planning permission granted.**

**10. Parish Related Matters**

**10.1 Defibrillator training**

Cllr Kelcey commented that a seminar on the use of the Community Defibrillator is due to take place on Saturday 17th February (14:00 – 16:00) in the Village Hall. All are welcome. The seminar has been advertised on noticeboards, the Parish Council website and on Facebook.

**11. Ward Councillors Report**

Ward Cllr Keith McLean’s report included the following items: -

**11.1 Flood Plan**

Ward Cllr McLean stated that he was disappointed by the lack of response from MKCC on the flood plan and would continue to keep pressing MKCC on the issue.

**11.2 New City Plan**

MKCC are holding a meeting at The Olney Centre on Tuesday 13th February, for parish/town councils and Ward Councillors to discuss the New City Plan. Ward Cllr McLean commented that there had been a leak of information on Facebook regarding the number of homes to be built in and around the Olney Ward.

**11.3 Minerals Plan**

Cllr Axtell asked if there was a timeframe for a Minerals Plan. Ward Cllr McLean responded by saying that he wasn’t aware of any timeframe.

**12.** **Date of next meeting**

The date of the next meeting was confirmed as **Monday 11th March 2024** at 19:30 to be held at the Pavilion.

The meeting closed at 20:57

Minutes agreed …………………………………………………………

Date ……………………………………………………………