

**LANE END PARISH COUNCIL**  
**MINUTES OF FULL COUNCIL MEETING**  
Held on 5<sup>th</sup> May 2009 at 7.40 pm in the Sycamore Room of Lane End Village Hall.

**ATTENDANCE:** Councillors Coulter, Detsiny, Dunn, Fitzpatrick, Lumbers, Mansell, Pullen, & Stewart.

**CLERK:** Mandy Dunning

**MEMBERS OF THE PUBLIC:** Mr R Osborn, Mrs J Osborn, Mrs S Wright, Mrs G Bettison, Sgt J Smith, Mr B Edgley, Mrs A Edgley, & Mr J Nicholson.

<p><b>1) Apologies:</b> To receive apologies and to approve reasons for absence Apologies received from Cllr Davis due to him travelling overnight for his employment.</p> <p><b>2) Declarations of Interest:</b></p> <ul style="list-style-type: none"><li>a) Register of Interests: Councillors are reminded of the need to update their register of interests</li><li>b) To declare any Personal Interests in items on the Agenda and their nature. Cllr Lumbers tendered a potential interest in item 20.</li><li>c) To declare any Prejudicial Interests in items on the Agenda and their nature</li></ul> <p>(Councillors with prejudicial interests must leave the room for the relevant items - Code of Conduct para 12(2))</p> <p><b>3) Public Questions:</b> The meeting was adjourned for Public Question time (maximum 20 minutes) Sgt Smith enquired as to who was responsible for the lights and tree maintenance around Edmonds Park and Car Park – this was confirmed as County.</p> <p><b>4) Minutes:</b> Approval of Minutes of 6<sup>th</sup> April &amp; 20<sup>th</sup> April. It was unanimously agreed to withdraw the Minutes of the two closed sessions on 6<sup>th</sup> April. It was also noted that the Closed session Minutes for the 16<sup>th</sup> March had yet to be put to Council. Cllr Coulter proposed that these all be approved on 1<sup>st</sup> June. Cllr Coulter closed the meeting at 7:50 to allow Mrs Wright to speak he reopened it at 7:52. The remaining Minutes were agreed as a true and correct record.</p> <p><b>5) Action point review:</b> - from pre reading summary to agree those actions discharged and carried forward. Cllr Detsiny advised the only action now outstanding with the Community Centre leases is the actual signatures. Commemorative plaque has been installed and receipt passed to the Clerk to reimburse Cllr Pullen. Delegate Powers review is an Agenda item. Cllr Fitzpatrick advised that having contacted the Downley volunteer and subsequently WDC to arrange the meeting, she had been advised by Urban &amp; Rural Planning at WDC that the Village Design Statement had become a burden on their resources and that they were unable to support Parish Councils in this anymore. It was suggested that this be researched via the internet. Despite advising that there was no expertise within the Parish Council there was still no offer of assistance made from WDC. Cllr Coulter closed the meeting at 7:58 to allow Mrs Osborn to speak on the subject he reopened the meeting at 8:00. If a VDS is adopted and endorsed by an LPA it becomes a statutory planning constraint on the decisions that they make. Cllr Coulter advised that he was aware that the Wycombe Planning department was undergoing a severe level of cuts at present and jobs were being held unfilled when they became vacant. Therefore the workload on the remaining officers has been increased. Cllr Coulter suggested that as this item was tabled for the Annual Parish Meeting that the level of interest from the Community be gauged and then return to the topic at a subsequent meeting. A copy of the Downley statement has been acquired by the Community Parish Plan group. Cllr Coulter confirmed those items discharged, amended and those that were carried forward.</p> <p><b>6) Finance:</b> - Approval of payment of Accounts for May 09 Cllr Detsiny asked if everyone had copies of the papers, all Councillors confirmed that they had. Cllr Destiny drew Councils attention to the entry for Gordons on the Income &amp; Expenditure listing stating that this was another interim payment. Cllr Detsiny proposed &amp; Cllr Mansell seconded the expenditure. This was resolved unanimously by Council. There were no queries on the year end budget schedule or bank reconciliation. Cllr Detsiny asked for a vote of thanks to be given to the Clerk for the impeccable state of the accounts and accuracy throughout the year, this was supported by Cllr Coulter stating that the independent internal review had shown that everything was in good order. All members of Council echoed the thanks. - <b>Wages Services:</b> To agree retention and terms of provider for employee's wages. The Clerk advised that the terms were £12.50 per month for all the required monthly activities of payroll including tax NI &amp; pension calculations and returns. An annual fee of £30.00 for the completion of P35,P11d &amp; P60 and Annual Pension return. Additionally to calculate the Clerks</p>	<p><b>Note:</b> the meeting was recorded to assist with the capture of the minutes.</p>
---	---

Annual salary for budgetary purposes and the Clerks pay review preparation for a further £10 each. These figures are subject to annual review. The Clerk advised that these figures were less than those paid in 2005.

Cllr Detsiny proposed that Council accept the payroll service as detailed and also that Council should be grateful to the provider. This was seconded by Cllr Stewart and unanimously agreed by Council.

- **HSBC Deposit Bond:** To agree to utilise for longer term investments.

The proposal to invest £50,000 for 3mths in a HSBC High Interest Deposit Bond to ensure the funds were secure and detached from Councils other funds was made by Cllr Detsiny and seconded by Cllr Stewart, this was agreed unanimously by Council.

- **Old Computer:** Agree disposal arrangements.

The Clerk confirmed that this had been removed from the asset register in accordance with the Accounts and that the hard drive had been wiped. The suggestion was that it be offered to the Elim Centre for use with their Oasis project. This was proposed by Cllr Mansell & seconded by Cllr Dunn and resolved by Council.

**7) Children's Play Area:** To receive a report from Cllr Fitzpatrick.

Cllr Fitzpatrick advised that she and Mrs Osborn, as part of the Community group, had met with Amy Ryan Green Space Partnership Officer WDC on 8<sup>th</sup> April, she gave an overview of the current state and situation of the play area, a copy of the report is associated with these Minutes. She asked Council to perhaps consider in the future the refurbishment of this play area to upgrade and improve the area as a whole. Council agreed to note the report and include this as a possible project once the capital funds come through.

**8) Parish Plan Groups:** Confirmation of Council lead role representatives (interim arrangements) Business – Cllr Coulter, Community – Cllr Davis, Highways – Work on hold, Environment & Planning Cllr Coulter, Communications - Cllr Detsiny. These will be realigned once the new Committee structure is properly in place.

**9) Committee Remits:** To receive draft proposals on revised Committee Remits.

Cllr Coulter circulated a hard copy of the paper three members of Council had input to, with regard to the delegated powers and how the Committees should operate. He asked for members to review and consider this and return with comments and observations by 19<sup>th</sup> May. Those responses would be consolidated and then a firm proposal put to Council in June.

**10) Committee Chairs/Vice Chairs:** To agree interim arrangements prior to endorsement of item 9 in June. Council agreed that should it be necessary to convene a Youth & Community or Open Spaces Committee that Cllr Stewart & Cllr Mansell respectively would act as the emergency chair persons.

**11) Cadmore End Drainage:** To receive and endorse Cllr Stewart's 'statement of works' & agree next steps. Cllr Stewart confirmed the specification had been raised with two scenarios a 5 year plan and a 50 year plan the difference being the ability to handle a flood in that period of time, with the Chilterns a 50 year plan would not be likely to be needed but it was standard in the industry to approach it in this manner. Cllr Stewart is to provide the Clerk with details of three contractors and the Clerk will include also two others to go to tender. The Council noted receipt of the document, and that Cllr Stewart and some other supporting members would need to be available to host a public consultation. Cllr Stewart stressed the need for speed in this matter if the works were to go ahead in July.

**12) WDALC Representatives:** To agree representatives going forward and payment of fees.

Council resolved that Cllrs Coulter, Mansell & Pullen should be representatives and that if any were not available then other members would attend on a rotating basis.

**13) Member of the public Enquiry regarding Parking:** To agree response.

The Clerk advised that she had received a communication from a non parishioner as to the status of a piece of land in the village centre, and whether it was for Community parking. Council resolved that Cllrs Coulter and Detsiny would confer and agree on a form of words of a letter in reply.

**14) Open Spaces Committee:** To identify outstanding batons items to pass to new Committee Chair once appointed. Cllr Lumbers advised that there is a considerable amount of work to be undertaken on Moorend Common, which is the main objective. He advised that the MCCC minutes contained a number of actions and a copy of these is with the Clerk, which included Open Days for the Common which will be the responsibility of the new Chair. He also supplied a copy of a job description for the Commons Warden. Cllr Lumbers confirmed that he intended to remain involved with the Committee in their endeavours.

**15) Youth & Community Committee:** To identify outstanding batons items to pass to new Committee Chair once appointed. Cllr Fitzpatrick advised that the areas outstanding had been covered already in other Agenda items.

**16) Clerks Report:** including Correspondence and Reports received. List as pre-reading, which are available for inspection from the Clerk on request.

The Clerk advised there were three extra items to bring to Council attention since circulating the pre-

**Action:** Clerk to write and confirm acceptance. Done

**Action:** Clerk to deal. Done.

**Note:** next Community Meeting is 26/5 at Grouse & Ale

**Action:** All

**Action:** Cllr Stewart & Clerk

**Action:** Cllrs Coulter & Detsiny. Done

**Note:** The Clerk has subsequently been advised that the documents referred to are out of date for a number of reasons.

reading.

A request had been received from Cadmore End School PTA to park on the Common on 20<sup>th</sup> June for the school fete. Council agreed to this with the normal caveats of roping off and favourable weather/ground conditions. Plus the additional caveat that only metal pins not fence posts should be used for any signage.

BCC advised of the closure of footpath 18 (by The Management Centre wall) from 1<sup>st</sup> May to 21<sup>st</sup> May 2009.

WDC have formally advised that the casual vacancy created by Mr S Achurch can be co-opted to and was, due to the other impending vacancies, advising interested applicants that once all these are notified then the selection process will occur. Council agreed to this approach. The Clerk suggested that perhaps Council would consider raising a job description and a personal specification to put the process on a more professional footing. It was agreed that the Clerk would investigate this further  
Point 5. Cllr Detsiny enquired whether all members had responded to the invitation

Point 7. Cllr Dunn

Point 8. Cllrs Dunn & Mansell (A large document and also seminar which Cllr Coulter will attend)

Point 10. Site visit to occur by Cllrs Coulter Pullen and Clerk

Point 11. This item had progressed that day, with a quotation of £300 from WDC to refurbish the signage for the Elim Center & Community Center at the junction of Archers Way and Edmonds Road. The Parish Council had paid for the installation of the original signage as no other Council would.

**17) Invitations to Meetings and Events received:** To confirm attendees.

No meetings on this occasion. The Documents detailed in the Meetings & Reports received were circulated amongst the Councillors.

**18) Councillors reports and items for future agenda:**

Cllr Dunn reiterated the previous remarks concerning the children's play area and how it fitted well with the Street Dreams findings.

Cllr Fitzpatrick confirmed that this would be her last Full Council meeting; she wished good luck to everyone for the future.

Cllr Detsiny attended the meeting in Risborough concerning a traveller's encampment, there were approximately 650 people in attendance, but it transpired the travellers' actually owned the land. It was a very emotive situation.

Cllr Detsiny stated that he wished to make it mandatory for everyone to read the findings of Street Dreams, and identify a process to move it forward. To be an agenda item for June.

Cllr Mansell advised he had two reports to deliver to Council but would defer until the next meeting, these would be emailed to the Clerk to include in the pre-reading pack.

Cllr Lumbers reiterated Cllr Fitzpatrick's' sentiments and added that a new village hall rep would be required.

Cllr Coulter offered a vote of thanks to Cllrs Fitzpatrick and Lumbers for their contribution to the Council over the years and added that they would be missed. He advised that he would be writing to Mrs Wright & Mr Achurch to formally thank them in a similar way.

Cllr Detsiny asked what time did members need to be at the APM next Monday, the Clerk asked if this could be 6:45/6:50 as clearly the room needed to be set up.

There being no further business the meeting closed at 9.25 pm

Signed..... (Chair)

Dated.....

Action: Spare copies to be obtained. Done