

**LANE END PARISH COUNCIL**

**MINUTES OF THE PLANNING COMMITTEE**

**Held on 20<sup>th</sup> July 2009 starting at 7:00 pm in the Sycamore Room of**

**Lane End Village Hall, followed by a Full Parish Council Meeting at 7:45**

**ATTENDANCE:** Councillors Pullen, Coulter & Stewart. (Planning Committee)  
Councillors Coulter, Davis, Detsiny, Pullen & Stewart (FPCM)

**CLERK:** Mandy Dunning

**MEMBERS OF THE PUBLIC:** Mr I Harris

- 1) Apologies:** To receive apologies and to approve reasons for absence.  
Apologies received for the FPCM from Cllr Mansell as he was attending the Proms, and Cllr Dunn as he was working away.
- 2) Declarations of Interest:**
- a) Register of Interests: Councillors are reminded of the need to update their register of interests.
  - b) To declare any Personal Interests in items on the Agenda and their nature. Cllrs Pullen and Coulter declared an interest in the Planning application for 12 Oak Tree Drive as the applicant was known to them. The Clerk although not required to do so also registered an interest for the same reason.
  - c) To declare any Prejudicial Interests in items on the Agenda and their nature. None declared. (Councillors with prejudicial interests must leave the room for the relevant items - Code of Conduct para 12(2) refers)

**3) Planning:**

The Clerk advised of an additional application that had been received after the issue of the Agenda, for 12 Oak Tree Drive, and an additional three results.

Therefore in summary :-

- a) New Applications – 5. See attached notes
  - Objections made to the application for the Osborne Arms in keeping with Council’s remarks to a previous similar application and in support of resident’s concerns.
  - Observation made to the extended building line for 12 Oak Tree Drive.
  - No objections made to the remaining applications.
- b) Results - 8. See attached notes
- c) Enforcements - None

There being no further planning business the session closed at 7:40

The Full Parish Council Meeting started after a short recess at 7:45

**4) Clerking Matters & Arrangements:** To discuss and agree required actions

Cllr Coulter confirmed for the record the receipt of the Clerk’s resignation, delivered to all Members present at the Meeting of 6<sup>th</sup> July just prior to the closed session, with effect from 31<sup>st</sup> July. He also confirmed that Council had noted the resignation in closed session after the Clerk had left, then considered and accepted the resignation; finally he confirmed that he had been in communication with the Clerk by both letter and email to acknowledge this formally. He stated the purpose of the Agenda item was to progress the arrangements needed for the appointment of a new Clerk as with effect from 31<sup>st</sup> July the post would be vacant. As it will be difficult to secure a permanent arrangement in the time frame available Cllr Coulter suggested that Council consider interim arrangements until a new permanent Clerk was appointed.

Cllr Coulter then appraised Council of the actions that he and Cllr Detsiny had already taken to potentially address the situation, and confirmed that they had contacted an existing Parish Clerk, Sharon Henson, with a view to establish whether there was any potential for her to provide interim cover arrangements. Cllr Coulter advised, for those Councillors who may not be aware, that Mrs Henson was currently Clerk to three existing Councils, and therefore may not be able to provide the full remit and hours of the current Clerk, but could provide interim cover for the key elements of Council’s business for a short period of time.

Cllr Coulter went on to explain that a meeting had been held with Mrs Henson, himself & Cllr Detsiny and that Mrs Henson had stated that she would be prepared to cover the position for a maximum of three months, less a holiday period of three weeks, and provide a maximum of two days per week.

Cllr Destiny confirmed that Mrs Henson had stated that she would need to ensure that her existing Councils would be happy for her to assist in this way, and to date she had confirmed that two of the three had no objections, so could be available to cover from 31<sup>st</sup> July to 31<sup>st</sup> October. Cllr Destiny also confirmed that the financial arrangements had been discussed and agreed with Mrs Henson, subject to Council's endorsement, which would mean that the cost to Council would be no greater than the existing Clerk costs. Cllr Coulter confirmed that Mrs Henson worked on a self employed basis and catered for all Inland Revenue requirements direct.

The Clerk stated that she was aware that Mrs Henson already worked full time with her three existing Councils, and was surprised that she was able to commit to a further two days, Cllr Coulter thanked the Clerk and acknowledged this comment. A round table discussion ensued and it was acknowledged that the summer period workload should be lighter and the objective was to ensure that the Business of Council was maintained until a permanent solution was achieved, and that Mrs Henson could also support Council through the requirements of recruiting a new Clerk.

Cllr Detsiny offered to store the Councils property that was not immediately required by the interim arrangements at his home and this offer was accepted by Council.

Cllr Coulter then formally proposed to Council that as an interim arrangement the services of Mrs Henson be endorsed for an initial maximum period of three months. Council agreed this unanimously. The Clerk advised that Council needed to consider the initial steps of recruiting a new Clerk as a priority because the process would take at least three months to come to fruition.

Cllr Coulter suggested that the post be advertised locally, on the Parish Council Notice boards for a two to three week period to gauge interest. Alternative suggestions were put forward by Members and the Clerk in using the Parish Website, BALC and also the Bucks Free Press. Cllr Coulter stated consideration may also need to be given to adjusting the current job specification and arranging for the production of an application form, the potential that the role could be job shared was also mooted. Council resolved that the advertising process should be initiated, and that the process be kept flexible enough to accommodate a job share if this provided a better solution to Council. Cllrs Coulter & Destiny were given delegated authority to initiate and undertake the process.

To assist Council, the Clerk stated she would locate the previous advertisement used which could be adjusted to suit.

Council resolved that the transfer details of the phone, mail and email would be delegated to the exiting Clerk and the interim Clerk.

Cllr Detsiny raised the issue of Clarion, stating that although this was not as pressing as the June issue had just been completed, he had however already had discussions with Cllr Dunn and his wife with regard to taking over this element of work at the same costs as currently, this would be for the next Edition and then look at it further from there. The Clerk advised that she had not resigned from this role, as the two were separate. Cllr Detsiny expressed his personal view on the situation with regard to the work for the Clarion changes, stating it would be beneficial to all if a common sense approach was taken on the matter.

Cllr Coulter interjected on the discussion (8:05) and asked for the meeting to go to closed session as this was now touching on employment issues which should not be discussed in Open Session. Mr Harris left the room and the discussion continued.

There being no further business the session closed at 8:07

**Action:** Clerk Done

Signed..... Date.....  
 (Chair)