

**LANE END PARISH COUNCIL  
MINUTES OF FULL COUNCIL MEETING**

**Held on 6<sup>th</sup> April 2009 at 7.30 pm in the Sycamore Room of Lane End Village Hall.**

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

**CLERK:** Mandy Dunning

**MEMBERS OF THE PUBLIC:**

Mrs J Osborn, Mr R Monk, Mr A MacTavish, Mr D O'Connor & Mrs C O'Connor.

1) & 2) *Off Camera*

**3) As Apologies:** To receive apologies and to approve reasons for absence  
Apologies received from Cllr Achurch due to his revised work schedule, Cllr Dunn as he is working in Italy at present.

**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. Cllr Lumbers tendered a potential interest in item 10.
- c) To declare any Prejudicial Interests in items on the Agenda and their nature  
(Councillors with prejudicial interests must leave the room for the relevant items - Code of Conduct para 12(2))

**4) Public Questions:** The meeting was adjourned for Public Question time (maximum 20 minutes)  
Mr Monk made a positive observation on the drain and repair to the car park.

**5) Minutes:** Approval of Minutes of 2<sup>nd</sup> March & 16<sup>th</sup> March. With a minor typographical amendment to the Minutes of 16<sup>th</sup> March, the Minutes were agreed as a true and correct record

**6) Action point review:** - from pre reading summary to agree those actions discharged and carried forward.

Item regarding commemorative plaque, it is now ordered.

Item for new banking arrangements for long term reserves – cleared.

Final items for APM will be cleared by 15<sup>th</sup> April.

Dog Waste Bins – Planning requirements. The Clerk advised that it had been confirmed by WDC that planning was not required; also that obtaining additional signs would not pose any problem. The only issue that would need to be considered with footpath 25 would be to ensure that no disruption occurred to the electricity supply at time of installation.

Item to produce capital sum process paper - agreement had been reached that this would occur once capital sums were received.

Cllr Wright confirmed those items discharged, amended and those that were carried forward.

**7) Finance:** - Approval of payment of Accounts for April 09

Cllr Destiny proposed & Cllrs Davis and Coulter seconded the expenditure. The Council resolved the expenditure for the month on the listing unanimously. There were no queries on the budget schedule or bank reconciliation.

- Lane End Business Forum Affiliation agreement to Annual Fee and representation.

Cllr Stewart proposed the expenditure of £150.00 and Cllr Wright seconded. Council unanimously agreed that Cllr Coulter would be the lead representative for the group with this role being shared as and when necessary.

- Clarion Status report (For information only)

All Councillors confirmed they had received the report. Cllr Coulter asked if there was any significance of the lost advertisers, the Clerk confirmed that this ebb and flow was normal. Cllr Davis enquired if the one lost to another publication had indicated why, the Clerk advised that they had felt they had sufficient coverage elsewhere. Cllr Mansell drew Council's attention to the new layout of the Lane End Directory. Cllr Detsiny enquired whether Clarion was still on track to go in the new format from the June addition, the Clerk advised that this was dependent upon Cllr Dunn but that was the aim.

**8) Village Design Statement:** To give consideration to, and agree actions to be taken on way forward  
Cllr Fitzpatrick introduced the concept of this statement which in its end state would provide a document that provided the make-up and style of the dwellings across the Parish. It would provide a template, if adopted by the LPA, to support any statement that developments were inappropriate and out of character at the planning stage. It was agreed that though challenging, because of the five areas of the parish, to undertake would provide a powerful tool on paper. It was noted that this was a large and expensive task. Cllr Fitzpatrick stated that this was exactly why it was to be an item for the APM agenda to source support (potentially working party) from the local community in achieving the task. Cllr Wright closed the meeting at 7:57 to allow Mrs Osborn to speak the meeting was reopened at 7:58.

**Note:** the meeting was recorded to assist with the capture of the minutes.

<p>Cllr Fitzpatrick agreed to contact the volunteer who led the Downley statement and discuss its effectiveness for them, also to organise a meeting with herself, Cllr Stewart and the LPA contacts. This were confirmed as the Planning Policy Officer from the Wycombe District Planning team. Cllr Wright closed the meeting at 8:09 to allow Mrs Osborn to speak again she reopened it at 8:11.</p> <p><b>9) Emergency Plan:</b> To give consideration to, and agree actions to be taken on way forward Cllr Fitzpatrick explained the principle of this document which was to provide all numbers and contacts in one place should an emergency occur. The Clerk was asked to undertake this and it was agreed that the task was not time critical. Cllr Detsiny stated that the Dusty Barrow template should also be deployed after this had been undertaken.</p> <p><b>10) Methodist Church Donation:</b> To give consideration to and agree request. The Methodist Church had contacted Cllr Wright to ask what the preferred disposal method was for a previously received donation from the Council that had not been utilised. The Council considered the options and Cllr Stewart proposed and Cllr Mansell seconded that this should be returned to the Parish Council. Council resolved this unanimously.</p> <p><b>11) Philps Close Residents Letter:</b> To give consideration to and agree response. Cllr Wright confirmed that this was a letter she had received in which the request had been for the questions to be read out in public questions however as this was not the protocol and the document was of a lengthy and potentially contentious nature, so had been included as an agenda item. Cllr Coulter stated that he had already drafted a response which was agreed would be circulated to Cllrs Wright, Davis and the Clerk to consider.</p> <p><b>12) School Common May Day Request:</b> To give consideration to and agree request for May Bank Holiday Celebration. Council resolved that it would give permission to the request for the celebration with two caveats, the school ensured all Health &amp; Safety issues were covered and that this was subject to the weather and ground conditions being favourable as otherwise damage could be caused to the Common, and they trusted that common sense would be used in this matter to avoid any damage.</p> <p><b>13) Training Report:</b> To receive Cllr Mansell's report on training attended. Cllr Mansell delivered a short verbal report on the training attended in Well End recently; which encompassed the basics of being a Councillor and Open Spaces items he stressed the need for Councillors to attend such events with the growing requirement for Councillors to engage with the Community.</p> <p><b>14) Cadmore End Drainage:</b> To receive Cllr Stewarts 'statement of works' &amp; agreement of way forward. Cllr Stewart apologised as this was not complete but confirmed that this would be done by the 20<sup>th</sup> April. Item therefore deferred.</p> <p><b>15) LESA Notice board &amp; Signage requests:</b> To consider requests &amp; agree response. Having given due consideration to the request to supply a notice board for the Sports Association and community use the Council resolved that the costs associated with a notice board of the size needed to meet the requirements stated plus the installation and safeguard from vandalism was too great. It was suggested that the Association investigate the costs of refurbishing the roadside sign which Council may then, dependant on those costs, consider making a contribution towards. The Clerk confirmed that the dog fouling signs were easily acquired.</p> <p><b>16) LESA Lease:</b> Decision for annual renewal &amp; consideration to revising lease with acceptance of offer of assistance with the revision. It was acknowledged that this was severely overdue for consideration. Cllr Wright advised that an offer of assistance had been received to produce an initial revised draft Lease. The Council resolved this offer should be progressed. The suggestion put forward was that the lease and LESA business plan when received should work in tandem, with the former being renewed on an annual rolling basis. This was proposed by Cllr Davis and seconded by Cllr Lumbers, and unanimously resolved by Council.</p> <p><b>17) Annual Parish Meeting:</b> To agree roles, responsibilities and reporting required. It was agreed that Cllr Fitzpatrick would obtain and provide the nibbles and that the Clerk would obtain the liquid refreshments, beakers, napkins and paper plates. All Committee Chairs would provide a report of the 08/09 year, the Chairman would the overall report and a report from the Mole &amp; Pickett Charity was also required.</p> <p><b>18) Land Registry request:</b> To consider and delegate activity to Clerk to finalise. The Clerk shared the papers received from the Land Registry for a minor boundary adjustment on Moorend Common, additionally the Deed of Demarcation papers received from a previous Council's solicitor. Cllr Detsiny declared an interest in this matter as the property in question was close to his own. Council compared the two sets of papers and resolved that the activity should be delegated.</p> <p><b>19) Clerk's report:</b> including Correspondence and Reports received. List as pre-reading, which are available for inspection from the Clerk on request.</p> <p>Point 8. Cllr Mansell</p>	<p><b>Action:</b> Cllr Fitzpatrick</p> <p><b>Action:</b> Clerk non time critical</p> <p><b>Action:</b> Clerk to advise Done.</p> <p><b>Action:</b> Cllr Coulter. Done</p> <p><b>Action:</b> Clerk to advise Done.</p> <p><b>Action:</b> Clerk to advise Done.</p> <p><b>Action:</b> Clerk. Done.</p> <p><b>Action:</b> As named</p> <p><b>Action:</b> Clerk to deal. Done.</p>
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Point 14. Cllrs Mansell & Davis

Point 16. Clerk to write.

Point 18. Cllrs Mansell & Wright

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

Cllr Mansell to attend the Civil Enforcement Area meeting on 16<sup>th</sup> April at WDC.

Council resolved that the ‘Understanding the Pension Scheme’ training event would not be attended due to the cost implications.

The Documents detailed in the Meetings & Reports received were circulated amongst the Councillors in addition to the Spring Edition of Matters Arising.

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

Cllr Fitzpatrick has Committee & Group batons to pass back post the APM, notice will need to be given and a new representative(s) agreed

Cllr Davis reiterated his comments regarding the content of the APM.

Cllr Detsiny advised that ‘Street Dreams’ would be presenting their findings on the research undertaken on Tuesday 5<sup>th</sup> from 6:45 in the Sycamore Room. He stressed the importance of this, and asked for a good attendance. He said that other members of the community would be in attendance as well as hopefully representatives and stakeholders from WDC and the police.

Cllr Lumbers asked for Open Spaces to be added to the next Agenda 20<sup>th</sup> April, so that the issues and required activities for Moorend Common were understood. He confirmed that he would be standing down after the APM as a Councillor.

Cllr Mansell advised he attended two meetings, the Rural Forum, and W DALC and is in the process of compiling two reports on these to deliver to Council.

Cllr Pullen raised the issue of the lack of available car parking spaces in the main village car park. He believed this question would be raised at the APM.

Cllr Coulter raised concerns regarding the trees and branches already fallen by the children’s play area off footpath 25.

Cllr Coulter confirming that the Clarion apology referred to in the recent final Pharmacy letter, had been prepared after discussions with Cllrs Davis, Dunn & Achurch additionally Dr Picard had been contacted and the form of words had been agreed for the next Edition of the Clarion. It was anticipated to be approximately half a page.

Cllr Coulter expressed his views on the APM in addition to those expressed by other Members.

Cllr Wright advised of the resignation of Cllr Achurch.

Cllr Wright advised that the meeting of the 20<sup>th</sup> April would be a Full Council Meeting.

There being no further business the meeting closed at 10.00 pm

Signed..... (Chair)

Dated.....

Action: Clerk Done.