

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

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

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

**CLERK:** Mandy Dunning

**MENBERS OF THE PUBLIC:** Mr R Osborn, Mrs J Osborn, Mr R Dunning, Mr D Shufflebotham, Mr K Wright, Mrs S Wright, Mrs A Edgley, Mr B Edgley Mr R Monk & Mr I Sparrowhawk.

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| <p><b>1) Apologies:</b> To receive apologies and to approve reasons for absence<br/>Apologies received from Cllr Davis as he was unable to obtain a child minder that evening.</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. None made.</li><li>c) To declare any Prejudicial Interests in items on the Agenda and their nature. None made.</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)<br/>Mrs Wright asked on what grounds was Item 25 on the Agenda, being heard in Closed Session. Cllr Coulter asked Cllr Detsiny to respond. Cllr Detsiny responded that Council was following the precedent of the previous Chairman on questions about this issue. Mrs Wright countered Cllr Destiny's response by saying that previously the Council was being threatened with legal action and that she was not doing this.<br/>Cllr Coulter endorsed Cllr Destiny's reply and then asked if any Members of Council have any objection to dealing with the item in Closed Session, there were none. The comments made by Mrs Wright were noted.<br/>Mr Osborn updated Council regarding the situation of the footpath identified by the Environmental Group and the need to reconnect the footpath network across the B482 near Piccadilly. Following negotiations between Lord Parmoor and Jonathan Clark of Bucks County Council Rights of Way, an agreement has been reached whereby Lord Parmoor will allow a permissive footpath to be put on his land to run parallel to the B482, linking the footpath from Widdenton Wood and thus linking Frieth and Marlow. The work is due to commence in the very near future and take about six weeks to complete. County will be responsible for the signage and will make the necessary announcements to users groups when appropriate. Mr Osborn asked that a formal letter of thanks to be sent to Lord Parmoor and County for the efforts made. Cllr Coulter also requested a vote of thanks be given to Mr Osborn for his great effort and involvement.<br/>Cllr Detsiny advised that also the Walk booklet, that Mr Osborn had been instrumental in organising had raised in excess of £900.00 for the Youth &amp; Community Centre, equivalent to one tenth of the annual income.<br/>Mr Wright advised that the Playing Fields Pavilion was broken into via the cellar wall at 3.30am that morning with a sledge hammer.</p> <p><b>4) Minutes:</b> Approval of Minutes of Off Camera of 5<sup>th</sup> May, FPCM 1<sup>st</sup> June &amp; Committee 15<sup>th</sup> June.<br/>The Off Camera Minutes of the 5<sup>th</sup> May Meeting were agreed as a true and accurate record.<br/>The Minutes of the FPCM of 1<sup>st</sup> June were agreed as a true and accurate record.<br/>The Off Camera Minutes of the 1<sup>st</sup> June Meeting were agreed as a true and accurate record.<br/>The Minutes of the Committee Minutes 15<sup>th</sup> June were agreed as a true and accurate record.</p> <p><b>5) Action point review:</b> To agree those actions discharged &amp; carried forward.<br/>The Clerk read through the Action Point summary to see if any items could be updated. The Clerk advised that the contacts for the emergency plan were now at 95% complete. Cllr Mansell has supplied the March WDALC report.<br/>Cllr Detsiny raised the issue of Pond Cottage, stating he believed that some activity should now occur as Forge was almost complete. The Clerk advised that she had already been in contact with the resident and advised them of the steps they need to take in advance.<br/>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 July 09<br/>Cllr Coulter confirmed all the papers that were for consideration. Cllr Detsiny confirmed that it was a relatively standard month for expenditure. Cllr Pullen proposed &amp; Cllr Stewart seconded the expenditure. Council resolved the expenditure for the month unanimously. There were no queries on the budget schedule. The bank reconciliation paper was circulated and the Clerk confirmed that the process to set up the HSBC bond was still incomplete.</p> | <p><b>Note:</b> the meeting was recorded to assist with the capture of the minutes.</p> <p><b>Action :</b> Clerk Done</p> |
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6.1 – **Junior Youth Club:** Annual S137 request (budget already agreed)

Proposed by Cllr Detsiny & seconded by Cllr Dunn. Resolved unanimously by Council.

6.2 – **Debts to Council:** Notification of, and collection arrangements for.

The Clerk advised, in her capacity as the Responsible Finance Officer, that she was required to bring to Councils attention any debts unrecovered. All members were reminded that they had seen the year end accounts where a number of debts were outstanding to Council, all bar one of which has been cleared. All normal avenues of recovery had been utilised and exhausted by the Clerk. The Clerk advised that it was now Council's responsibility under the Governance and Accountability Regulations and the Audit Regulations of 2003 to make sure that they demonstrate that they take every step to recover these public funds. The amount in question is just in excess of £109.00. Cllr Coulter reiterated what the Clerk had said. Cllr Coulter asked what the practice was with Local Authorities to recovery such sums. The Clerk advised that because it was public money and because it needed to be an entry in the year end accounts, the Council must demonstrate that it had taken some action, and not only rely upon the RFO to send reminders, and statements. The next step would normally be to lodge with the small claims court with costs being added accordingly. Cllr Coulter stated that he was reluctant to take the step of legal action as the next step, and felt it may be appropriate for another letter. Council resolved that this interim step was acceptable. Cllr Coulter however stated that Council must take its Clerks advice in this matter and follow the required regulations for the recovery.

**Action:** Clerk to supply information to Cllr Coulter (Done) to facilitate the production of the letter.

7) **Vacancy Co- Options:** Agreement to fill vacancies by this process.

The Council currently has four vacancies, District have confirmed these can be filled by co-option. Currently there are three interested candidates. Council was asked to endorse the co-option process and subsequent interview panels. The panel to be Cllrs Coulter, Detsiny and Davis. Proposed by Cllr Stewart and seconded by Cllrs Dunn and Mansell

8) **Local Community Partnership Group:** Agree new nominated representatives.

This is due to recent changes in the makeup of Council. Cllr Coulter and Cllr Detsiny were nominated with Cllr Stewart as first reserve. Proposed by Cllr Dunn and seconded by Cllr Stewart. The Clerk reminded the Councillors of the need to update their registers of interest to reflect this, so that these could be submitted to District.

9) **Delegated Budget Submissions:** Update

Cllr Coulter updated Council on the current situation. The two bids made for pedestrian shelters in Church Rd & Park Lane scored highest in the matrix and are to be supported by County. Although this is not yet 100% guaranteed, due to external factors, but hopefully will be fulfilled in the Autumn. The precise location of the Park Lane one is still to be confirmed. Cllr Coulter also confirmed that any requests lodged by the Clerk for grit/salt bins had also been passed.

Cllr Coulter closed the meeting at 20:04 to allow comment from the public gallery. The meeting was reopened at 20:06.

10) **Committee Remits & Delegated Powers:** To receive final revised proposals

Cllr Coulter advised that the points raised concerning the previous draft at the last meeting had been incorporated into this document. The only item specifically unaddressed was the January payments however the Clerk had provided a potential solution to this, which Cllr Coulter acknowledged.

Cllr Coulter stated that document could be reviewed at a later stage for further refinement if necessary. Cllr Stewart asked when the process was envisaged to be put into place; it was confirmed as September due to the impracticalities with the current vacancies on the Council. Cllr Detsiny expressed the wish for members of the public to be more involved with Committees, and that the Parish Plan working groups are realigned with the Committee structure.

Cllr Coulter asked for the two proposals detailed in the paper to be resolved. These were proposed by Cllr Detsiny, seconded by Cllr Mansell and resolved unanimously by Council.

11) **Election of Committee Chairs, Vice Chairs & agreement on Committee Membership**

Item deferred until September, diary entry made.

12) **Parish Plan Community Group Report:** To receive, consider content, & agree Groups further enquiries/actions regarding costs.

Council considered the report, which is associated with these Minutes and debated the content. Cllr Detsiny requested that it be Minuted that the playground at the playing fields be addressed. All Members concurred that the Sports Association, playing fields, and playground facilities needed to be considered, overhauled and addressed as a whole in the longer term.

Cllr Detsiny stated that the pending settlement could perhaps assist Council in this, although the total requirement would be beyond Councils finances without grant support, advice could be sought from County & or District.

Cllr Coulter closed the meeting at 20:27 to allow comment from the members of the group. The

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| <p>meeting was reopened at 20:30.</p> <p>Council resolved that guidance would be forthcoming, post liaison with Cllrs Dunn, Davis, Detsiny and Coulter on potential solutions, for the Parish Plan Group regarding the next steps. Cllr Stewart commended the suggestion of the handyman, and Council was minded to support this idea. The Community Group was asked to come back to Council with a firm proposition on this specific item.</p> <p><b>13) Cadmore End Drainage:</b> To discuss and agree next steps.</p> <p>Cllr Coulter summarised the situation to date. He referred to the previous meeting and the specification that had been issued to tender. Two tenders had been received within time frame and as three were required by Councils Finance regulations, Council had been minded to keep the tender period open to late submissions, subsequently another tender was received but significantly more expensive than the other two. The cheapest option for the purpose of the meeting was referred to as contractor A. The appointment of a contractor was now required to be considered, as although not formally Minuted an inclination had been shown, as all tenders came from County approved contractors, to select the cheapest option. Cllr Coulter asked for agreement to appoint the contractor that had submitted the cheapest bid. This was proposed by Cllr Dunn and seconded by Cllr Stewart and resolved unanimously by Council. Cllr Stewart confirmed that pre-contract negotiations had occurred with contractor A to adjust the specification and bring the costs within Council's budget. Cllr Stewart also confirmed that the change to specification would not significantly impact upon the delivery of the project and that it supported and benefited a further scheme that he had developed, independently of Council, for the benefit of Cadmore End School. This information has been passed to the school for them to pursue if they desired.</p> <p>Cllr Coulter also confirmed that Cadmore End School had provided written confirmation to the Clerk of their support of the drainage project by way of a financial donation to the work.</p> <p>Cllr Stewart stated that an onsite pre-works visit would be beneficial to the project. Council endorsed that this should occur.</p> <p><b>14) Community Led Planning:</b> B C A 'Parish Plan' updates to proposed central database</p> <p>Council considered the request from Bucks Community Action to lodge the Parish Plan on their planned central database. Cllr Coulter volunteered to be responsible for the updates to this, and this was resolved by Council unanimously.</p> <p><b>15) Lane End Sports Association Draft Lease:</b> To consider lease duration &amp; annual rental prior to submission for final check by Solicitors. Deferred to sit with point 19.</p> <p><b>16) Youth &amp; Community Centre Leases:</b> Sign off prior to return to District.</p> <p>The Leases and associated papers signed and executed by the Chairman &amp; the Clerk and witnessed by Cllr Dunn.</p> <p><b>17) Use of village Green for Children's Party &amp; Bouncy Castle:</b> Agreement to request (Exact date to be confirmed) Council considered the request and agreed that the safety of the children was paramount. Therefore subject to the appropriate safety barriers being utilised (similar to those used for the BBQ) this would be granted. Proposed Cllr Pullen seconded by Cllr Mansell and unanimously resolved by Council.</p> <p><b>18) Use of School Common for 39<sup>th</sup> Chiltern Marathon Checkpoints:</b> Agreement to request for 13<sup>th</sup> September. Proposed by Cllr Mansell seconded by Cllr Pullen and unanimously resolved by Council.</p> <p><b>19) Lane End Sports Association:</b> Cllr Stewarts report back from site visit, post grant request. Incorporating point 15) Above.</p> <p>Cllr Stewart reported back as to the poor and dilapidated state of the roof and felt covering to both the pitch and flat sections of roof. He shared with Council some plans/drawings he had made to assist the discussion. He believed that further degrading should be expected and that it would be unlikely that the roof would last another winter. It was acknowledged that the lease stated it was the tenants responsibility however this situation was so great it was suggested that Council as the landlord should look to address the situation. The Clerk advised that S137 was not applicable as LESA was a Limited Company however as Council already rebated the rent via an entry in the accounts each year there was clearly powers elsewhere to assist which could be explored if necessary. Cllrs Stewart and Coulter however felt the bigger picture should be considered as all the facilities were inadequate and the area if correctly utilised would be a huge asset to the Community and this should be explored, perhaps by professionals and or initially by District &amp; County. After much debate and closing of the meeting for a short period to allow comment from the public gallery, Council resolved that a working party approach should be taken to look at the addressing the bigger issues and opportunities, Council further resolved that the members of the group would be Cllrs Dunn, Mansell Pullen Stewart &amp; Davis. Cllr Stewart agreed to investigate the new facility at Hazlemere to aid the working group and the group would return to Council in August/September with short, medium, &amp; long term plan targets. <b>15) Specific from above:</b> Council resolved that it could not take a view at this stage on the</p> | <p><b>Action:</b> Community Group</p> <p><b>Action:</b> Clerk to notify Done</p> <p><b>Action:</b> Clerk to arrange. 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 to advise Done</p> <p><b>Action:</b> Cllr Stewart<br/><b>Action:</b> Working Group</p> |
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lease length and rental.

**20) Street Dreams Project: Update**

Cllr Detsiny advised that there had been some indications that the report had not been inclusive enough as the Oasis project did not figure highly within the report back. This was he stressed no fault of the researchers. A subsequent meeting occurred with Street Dreams, Denise Starr, Don McCarthy Dave Furze (Oasis Coordinator) Daniella Miller, and himself, but no representatives from the Youth service, there appeared to be some resentment that an outside organisation had undertaken the research. The core solution was that there should be full time youth development officers; however awareness of there being no overall coordinated strategic plan in place was clear. A further meeting is to occur, organised by Denise Starr and it may transpire that the project takes a different direction.

**21) Additional hard standing at Chalky Field: Endorsement of site visit recommendation**

The Clerk Cllr Coulter & Cllr Pullen had visited the site to evaluate the situation. It was clear that to turn the whole area over to hard standing would be excessive. Although this could have been achieved without as large a cost that had been quoted to Council by the onsite contractors. The consensus from the site visit was that it would be better to utilise the plot as an allotment although it was slightly smaller than the others, because of the high demand. The Clerk had initiated the arrangements as the costs were within her financial remit. Council resolved unanimously this approach.

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

Point 2. No takers

Point 8. Noted

Point 9. Supporting documents where appropriate were distributed to Council

Point 15. Noted and supported by Council.

Point 21. No takers

Point 22. Cllrs Coulter & Detsiny to consider

Point 25. Cllr Mansell

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

WDALC was attended by Cllr Coulter. Rural Forum by Cllr Mansell. Finance Training Seminar Cllr Detsiny to attend. Planning for emergencies no takers. New LGPS phase 2 no takers. JCC as point 15 of Clerks report.

Consultations: Cllr Coulter advised that both the Policy on Planning Obligations for Education Provision and the Bucks Network Hierarchy had no relevance to the Parish Council.

Imagine the Future pt 5- The Clerk had tagged those pages relevant to the Parish Council.

The remaining Documents detailed in the Meetings & Reports received were circulated amongst Members.

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

Cllr Dunn raised the request made by Mrs Dunn regarding the replacement tree for the Village Green.

Cllr Mansell advised on his WDALC report for March.

Cllr Coulter circulated the update information papers, supplied by the Clerk, on the Phase III works to Moorend Common.

There being no further business the meeting closed at 9.55 pm

Signed..... (Chair)

Dated.....