



## LAVENDON PARISH COUNCIL

The Minutes of the Monthly Meeting of the Parish Council held in the Old School Building, High Street, on Monday, 11 July 2011 at 7.30 pm.

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Present: Mrs K Porter [Chair], Mr D Tomkins, Mrs S Boon, Mr J Edwards  
Mrs E Gillies [Clerk], Miss M Franklin [RFO], Cllr D Brock, Cllr P Geary  
2 members of public,  
Apologies: Mrs B Shaw [Vice Chair], Mrs J Underwood

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1. The Chair welcomed all those present and apologies for absence were noted.
2. **The Minutes of the Monthly Meeting held on 13 June 2011 were resolved.**
3. **Declaration of Interests on Agenda items - None**
4. **Finance Report:**
  - a. Items submitted for payment in July were resolved.
  - b. Mrs Dougan, HMRC/contract liability. The RFO and Clerk informed the council that at a recent HMRC meeting they were updated on new legislation for employees. This means that the cleaner would now need to be on PAYE or having public liability insurance cover. The council will look into this matter and report back.
  - c. Financial position re Lottery grant/Re-surfacing at Old School. The Chair reported that she had spoken with the Railway Nursery owner and stated that although the Parish Council had agreed to part fund the tarmac resurfacing, no such agreement was made with regard to a Wet-pour surface; either verbally or in writing. Written evidence will be required from the Railway Nursery and a meeting to discuss agreed part funding payment from the Nursery for the tarmac area.
5. **Quarterly Finance 2011/2012, 1<sup>st</sup> Quarter**
  - i. Receipts & payments to 30.06.11 and summary account; Pages 1, 3 – 8.
  - ii. Projections to 30.09.11, possible modification in light of (c) Page 2.
  - iii. Progress of works listed under reserved sums;
  - iv. Comment by Councillor on scan of accounts;
  - v. Acceptance of accounts.

The Pavilion Rep is to read the meter upon receipt of the next quarterly Eon bill.  
The council resolved that the VAT normally claimed in March could be claimed now.  
The council resolved that if the councillor doing the quarterly audit got to mid-week and could not get it done, the RFO was to be informed in order that this could be passed to another councillor.  
Points i., ii and iii were resolved. Point v will be re-addressed in September for resolving.
6. **Playbuilder /WREN playing field – Open day and updates** - Everyone agreed that the Big Picnic Open event had been a great success. It was noted that the earth mounds were to be sorted and re-seeded.

7. **Diamond Jubilee** - This would be the Saturday 2/ Sunday 3 June. A Jubilee Committee needs to be set up and letters to organizations to be sent out. The availability of the Clown, MK Dons and MK Lions are to be looked at. Funding also needs to be looked into.

8. **Other Ongoing Issues:**

a. *Landscaping* – Quotes for ‘whole village grass cutting – The Clerk confirmed that the information requested had still not been received from Milton Keynes Council. Cllr Brock will chase this up, along with 5 Dog Poo signs for the Playing field entrances.

The purchase of a Poppy Day Wreath was resolved and the payment to be resolved in September.

b. *Cemetery* – The council have been asked about the sign relating to artificial flowers at the cemetery. This point is to be reviewed by the councillors. The hedge at the cemetery extension will need to be looked at and assessed in October/ November, due to the long dry period over the summer months.

c. *Pavilion* – The council resolved that a new fridge would be priced and purchased. A meeting is to be set up with the PSLA and Council to discuss various issues.

The council will review the Terms and Conditions for the Pavilion, with a possible Holding Deposit for long term use to cover wear, tear and breakages. Two Schedules may need to be set up; with one for single day bookings and a second for long-term bookings. Formal inspections need to be done.

Quotations for the refurbishment are still awaited from Contractors.

The council resolved that under Health & Safety, DAB Electrics be asked to re-submit a quotation for external lighting at the Pavilion. The cost will be resolved in retrospect at the September meeting.

d. *Allotments* a meeting will need to be held with the allotment committee and council allotment representatives in September to confirm points such as water payment.

e. *The Old School* – tarmac areas, Opening Event for September 2011 – This is ongoing.

9. **PUBLIC QUESTION TIME.** No questions

10. **Matters Arising:**

a. *for information*

b. *for future agendas* – September – Standing Orders / Christmas tree / speeding

*The next are ‘Closed Items’ and all persons other than the Parish Council will be asked to leave the meeting.*

11. **Railway Nursery – This point was discussed at 4c.**

12. **HR (Human Resources)**

a. Appraisals & Job Descriptions - This is held in abeyance.

b. ‘Disaster Recovery Plan’ & Retainer for backup person to the Finance Officer. - The Clerk and RFO left the meeting. The council discuss the job specification and advertising of the Post.

c. Procedures for Cemetery & Allotments – These are to be re-sent to the council, along with the Pavilion Hire Agreement and Cemetery Notice for review.

d. Computer / Office equipment – Mrs Boon agreed to obtain quotes for the equipment and report back to the council for a decision. This is to include 2 x laptops, external hard drives and all relevant software /security packages and a price for maintenance of the systems.

The meeting closed at 10.00 pm

Signed .....Chairman

Dated .....