



LAVENDON PARISH COUNCIL

The Minutes of the Monthly Meeting of the Parish Council held in the Old School Building, High Street, on Monday, 12 September 2011 at 7.30 pm.

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

1. The Chair welcomed all those present and apologies for absence were noted.
2. The Minutes of the Monthly & Quarterly Finance Meeting of 11 July 2011 were resolved. There was no meeting held in August.
3. **Declaration of Interests on Agenda items**
4. **Finance Report:**
 - a. Items submitted for payment in August and September to be resolved, including Wreath for Remembrance Day and Refrigerator / fence slats and Security Lighting for Pavilion. - It was resolved that the Wreath would be a donation from the Parish Council. The refrigerator and fence slat costs were resolved in retrospect. The security lighting is still to be installed.
 - b. Mrs Dougan, HMRC/contract liability update
 - c. Financial position re Lottery grant/Re-surfacing at Old School – this is still being addressed
5. **Quarterly Finance 2011/2012, 1st Quarter**
 - i. Comment by Councillor on scan of accounts;
 - ii. Acceptance of accounts.

Points i. and ii. were resolved

6. **Speeding Traffic** – Cllr Geary will look into a path from Langlands to the allotments, due to this being a 50 mph area and hazardous to pedestrians, but explained that this would be dependant upon width and cost restrictions and whether services run under this area. Various options were discussed on speeding but there appeared to be no definitive plan that could solve the problem.

7. **Village Hall** – Representative of the Village Hall, the Parish Council and residents discussed the request from a resident to purchase an area of the land behind the Village Hall. It was resolved unanimously that the land would not be sold and remain a village asset. The Clerk will write to inform the resident of the decision.

The Village Hall Committee also informed the Parish Council that they are trying to raise funds to refurbish the Village Hall and asked if a sum of £5,200 could be donated towards this. The Parish Council had to explain that large sums are already committed long term towards setting up the new cemetery extension and refurbishment / building works at the Pavilion as well as the upcoming Diamond Jubilee, but would assess once they had done their budget review in October. The council will advise the Village Hall Committee as soon as they know if funds would be available.

8. Other Ongoing Issues:

- a. *Landscaping* – Quotes for ‘whole village grass cutting – costs have been received from Milton Keynes Council for work currently done. The Clerk was requested to obtain further quotations from outside contractors for comparison. Graham Mabbutt has informed the Parish Council that he would like to donate a bench to the village and prices will be sent to him for consideration.
- b. *Cemetery* – Procedures – The Clerk was requested to re-send these. Change of Use is to be sought for the cemetery extension. The Community Payback Team are to be asked to help in taking out the hedge between the cemetery and extension area and level the land at the top for ease of taking coffins through.
- c. *Pavilion* – Discuss point from meeting 20 July and signage on front of Pavilion / Hire Agreement - The refrigerator has been purchased and installed and fence slats bought to replace further missing/damaged ones. The exterior safety floodlighting has still to be installed. The council resolved that a sign could be put up by the PSLA at the bottom of the drive access, but not on the Pavilion frontage. The Clerk to write and clarify this point.
- d. *Allotments* – Procedures – Allotment representatives to arrange a meeting with allotment holders.
- e. *The Old School* – tarmac areas - Opening Event 2011 & Xmas Tree – the council resolved that tarmac area opening event should be cancelled. The Chair agreed to sort out the Xmas tree.
- f. *Diamond Jubilee* – updates – The Chair has drafted a letter to the organisations in the Village but these have not been sent out yet and a Jubilee Committee needs to be set up. ‘Awards for All’ funding will be used for the Marquee. It was resolved that to give Diamond Jubilee Commemorative Medals to the village children to mark the event – numbers need to be clarified for this for ordering and costing purposes. It was resolved to have a Diamond Jubilee Beacon and a possible cost of up to £400 was resolved.
- g. *NAG* – The Chair reported that this would be a monthly item.

9. PUBLIC QUESTION TIME. There were none

10. Matters Arising: a. *for information* b. *for future agendas*

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

11. HR (Human Resources)

- a. ‘Disaster Recovery Plan’ & Retainer for backup person to the Finance Officer. – The Clerk and RFO will be copied the Job Advert and Description to look through and comment on before it is advertised. The Clerk and RFO were advised that wages would be looked at for the October budget meeting.
- b. Computer / Office equipment – one quote has been received, but the council will await others before making a decision at the Finance and Budget meeting in October.

The meeting closed at 9.30 pm

SignedChairman

Dated