



## LAVENDON PARISH COUNCIL

The Minutes of the Monthly & Finance Meeting of the Parish Council held in the Old School Building, High Street, on Monday, 20 April 2009 at 7.30 pm.

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Present: Mrs K Porter [Chair], Mrs P Butler, Mrs B Shaw, Mr D Tomkins, Mr A Skinner,  
Mrs J Underwood  
Mrs E Gillies [Clerk], Miss M Franklin [RFO]  
Cllr D Brock, Cllr P Geary, 2 members of public

Apologies: Mr T Usher [Vice Chair], Mr A Morley

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1. The Chair welcomed all present and the apologies for absence were noted. The Chair also reported that Mr Usher, Vice Chair had written stating that he would be resigning.
2. The Minutes of the Monthly Meeting of the Parish Council held on 9 March 2009 were resolved.
3. **Declaration of Interests on Agenda items - None**
4. Finances/Agenda items for meeting.  
Item A: Statement of accounts/final quarter with supporting records.  
Item B: Confirmation of reserved sums for audit  
Item C: Scrutiny of papers/audit of accounts 2008/2009:
  - i. Financial details
  - ii. Supplementary papers
  - iii. Asset Register
  - iv. Statement of accounts for internal auditorItem D: i. Review of Internal Audit process
  - ii Approval of Risk Assessment and Standing Orders

A more formal rota for council quarterly internal audit was resolved. The Internal Audit process was overviewed along with the Standing Orders and updated Risk Assessment and all resolved.

All items under 4A, 4B, 4C and 4D were resolved.

**5. Other Ongoing Issues:**

- a. *Landscaping* – Playing field – The Chair and Clerk met with a landscaping team to discuss areas for new trees and shrubs to be planted. This will be a long term project.
- b. *Football Club* – update – a meeting was held to discuss ongoing problems with the football pitch. Re-orientation and cost implications for moving play equipment, football post supports, etc. were talked through. It has been agreed that further options need to be explored to resolve this matter.
- c. *New cemetery* – update - There has still been no contact from Cold Brayfield Estates and it was decided to try and contact the Trustees to discuss the way forward. A ‘Change of Use’ will have to be sought for the land.
- d. *‘Lavendon’ entry signs* – update – The Clerk received clarification on requirements from Milton Keynes Council on changing the current ‘Lavendon’ signs to new ones. It is now resolved that the signs will be ordered with a blue background.
- e. *Old School / over door canopies* – update – several catalogues were look at and a style agreed. The Clerk will obtain three quotations for consideration by the council.

**6. Finance Report:**

- a. Items submitted for payment in April were resolved.
- b. Resolve contingency sum in Barclays Bank – a contingency sum of £1,000 was resolved and the Clerk would be paid direct to her bank.

**7. PUBLIC QUESTION TIME.**

**8. Matters Arising:**

- a. *for information* – the dangerous parking of vehicles on the frontage to the Burrows Garage and along by the ‘give-way’, opposite the shop have again been highlighted. It was noted that although these areas were discussed with MKC at a site meeting, nothing has been done to alleviate the safety issues.
- b. *for future agendas*

*The next was a ‘Closed item’ discussed by the Council.*

**9. Risk Assessment, Staff Procedures and Contracts**

The meeting closed at 9.30 pm

Signed .....Chairman

Dated .....