

**LANE END PARISH COUNCIL**  
**MINUTES OF FULL COUNCIL MEETING**  
**Held on 2<sup>nd</sup> February 2009 at 7.30 pm in Lane End Village Hall.**

**ATTENDANCE:** Councillors Wright, Achurch, Davis, Detsiny, Dunn, Mansell, & Pullen.

**CLERK:** Mandy Dunning

**MEMBERS OF THE PUBLIC:** Mr R Dunning, Dr O Picard.

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

Prior to the Business of Council Madam Chairman:

Asked Members to confirm that they were happy to proceed with the meeting in the Village Hall because the Summons read the Sycamore Room, and the lock on the room had been changed so Council could not access currently it. This was unanimously agreed.

**1) Apologies:** To receive apologies and to approve reasons for absence. Apologies received from Cllr Fitzpatrick as she was concerned to drive in the current weather conditions.  
Cllr Stewart as he is away in Australia.  
Cllr Coulter & Lumbers were not present.

**2) 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 Detsiny declared an interest in items 12 & 14 on the Agenda as individuals connected with both of these were known to him. Cllr Wright declared an interest in item 14 due to her knowledge.
- c) To declare any Prejudicial Interests in items on the Agenda and their nature. None declared at this stage.

(Councillors with prejudicial interests must leave the room for the relevant items - Code of Conduct para 12(2))

**3) Public Questions:** The meeting was adjourned for Public Question time.

Dr Picard stated that he was not fully au fait with the procedures of Council. He made various statements concerning his view of the situation with regard to the Pharmacy and how it operated within the Parish and how this linked to the Parish Council. He circulated a list of questions which he wished to have answered, which Madam Chair advised would be considered when the item was discussed during the later allocated Agenda slot.

He then asked if it was the Parish Council's responsibility to represent all Parishioners and local businesses, as he believed it was.

The meeting was reopened.

**4) Minutes:** Approval of Minutes of 5<sup>th</sup> & 19<sup>th</sup> January and Closed Sessions, and EGM Closed Session 22<sup>nd</sup> January 09.

Cllr Detsiny asked for the Minutes of 5<sup>th</sup> January to be amended at '*point 3 Public Questions*' and requested that after "...threatened Madam Chairman and the Council." it be added "with legal action".

With this amendment all Minutes were agreed as a true and correct record.

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

Item regarding Lighting requirement - updated as 'report back by March 09' as the Parish Plan Group were due to meet again later in this month.

Item regarding Cadmore End Statement of works - updated to reflect that it could not be completed until Cllr Stewarts' return in early March.

Item regarding Y&CC Leases – Cllr Detsiny reported that despite recent contact with District and a promise that these items would be forthcoming still no response had been received.

The item regarding Delegated Powers – updated as initiated and will be on course for the report back in March.

Cllr Pullen reconfirmed the previously advised list will be forthcoming of suppliers of commemorative plaques.

The Clerk advised she had received no responses to the request regarding the 2009 APM Agenda.

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

**6) Finance:**

- Approval of payment of Accounts for February 09. Cllr Davis enquired whether the invoice for the repair to the Sports Association gates was being met by Council in full.

It was confirmed that it was, as these are the responsibility of Council.  
 Cllr Dunn enquired about the entry for Dog waste removal, The Clerk confirmed that this was for the emptying of the one bin at the playing fields on an eight week cycle.  
 There were no queries on the monthly budget report or on the quarterly report for percentage of budget spends.  
 Cllr Pullen proposed & Cllr Mansell seconded the expenditure. The Council resolved the expenditure for the month on the listing unanimously.  
 - Approval of (i) Risk Assessment and (ii) the Asset register (iii) retention of Council Insurance providers (year 2 of 3 year contract).  
 (i)Madam Chair proposed that going forward, if done as a working group activity, other members of Council should undertake this activity. Cllr Davis confirmed he would be happy to participate. Cllr Detsiny highlighted the first item on the Risk Assessment to Council regarding the Building Insurance for the Community Centre that Council would reimburse WDC for this charge.  
 Cllr Dunn enquired about the indicators in the level column, this was clarified.  
 There being no further queries, Council resolved the approval of the Risk Assessment 2008/09.  
 (ii)Madam Chair proposed again that this be undertaken by other members of Council next year. Council resolved the approval of the Asset register and the depreciation for 2008/09.  
 (iii)Council resolved the retention of the three year Insurance contract.  
 -Approval of the retention of Internal Auditor for 08/09 Accounts.  
 Cllr Pullen proposed the existing Auditor be retained, Cllr Mansell seconded. The Council resolved this unanimously.  
 -Approved Clarion 2009 (information only) It was confirmed that 9 of 11 Councillors had approved the charges by 21<sup>st</sup> January to allow the invoices to be issued.

**Action:** Clerk. Done

**7) Clarion Review:** To receive an update on the Parish Plan Communications findings.  
 Cllr Detsiny updated Council on the progress to date. Cllr Dunn shared copies of the mock up cover ideas, and internal contents. He stated that the concept was to provoke and stimulate people to pick it up, to ensure that it was simple in design with a clear type face, and to serve the Community. The proposal is that the 'V' be dropped so the name becomes just 'Clarion' with the five villages being named to ensure the feeling of belonging is retained. Additionally an inclusion of a 'Public Questions' section with answers from Council, and a 'Dates for your diary' section to be added. Cllr Dunn then made reference to the email received from Cllr Achurch that day with an output from the Business Group on the concept of 'ClariOnline' which the Business Group had unanimously agreed needed to be shared with the Communications group to ensure consistency of design and contents.

Madam Chair closed the meeting at 20.07 for Dr Picard to make comment; she reopened the meeting at 20:10.

Cllr Detsiny asked for endorsement from the Council for this to progress and advised that the research undertaken by the Clerk indicated that at present the magazine should be retained as quarterly. Council resolved this should occur.

Cllr Detsiny stated that the Clerk should be encouraged to obtain further quotes for the Clarion so to improve the quality of the printing, and that Council would need to accept that this may cause additional expenditure over and above the current level.

Cllr Wright asked Cllr Achurch who would 'police' the blog of the proposed ClariOnline. Cllr Achurch stated that contents would need to be filtered, and it had been recognised that this would need to be addressed.

Cllr Detsiny proposed that the name become Clarion going forward with the new style.

Council resolved this unanimously.

Cllr Achurch proposed that the Communications & Business groups jointly meet to discuss how this is taken forward in synergy. Council resolved this approach.

Cllr Detsiny also requested that the Parish website designer be copied in on the ClariOnline information.

**Action:** Clerk

**Action:** Group leads to organise

**Action:** Cllr Achurch. Done

**8) Sydney House:** In the absence of Cllr Coulter this item was deferred until March Agenda.

**9) Clerk's report:** including Correspondence and Reports received (List as pre-reading, which are available for inspection from the Clerk on request)

Points 5. Copy to Cllr Detsiny.

Point 6. Copy to Cllr Mansell.

Point 7. The Clerk expanded on this item to advise that the other party in this matter had now agreed the report and plan and that the Solicitor was preparing the papers to complete.

Point 14. No takers

Point 16. No takers

Three extra items were brought to Councils attention:

The Bucks Strategic Partnership Consultation Paper that came before Council last month, entitled Sustainable Community Strategy had subsequently been compiled by Cllr Coulter & Mr Edwards and dispatched to County. Copy available on request – No takers.

The LE Conservation Group would be holding an Action Day on 7<sup>th</sup> February on Ditchfield Common, and that they had made a plea for two new Committee members.

LE Twinning Association had advised that they would be visiting St Pierre on the May Bank Holiday and would appreciate a representative from Council attending. Cllr Wright requested confirmation of which May Bank holiday

**Action:** Clerk Done.

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

Cabinet & Chair WDC, WDALC & Parish Chairs 3<sup>rd</sup> Feb Madam Chair attending.

Finance Training Winslow -No Takers.

**Note:** Cancelled due to weather conditions, rescheduled for 11.03.09

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

Cllr Dunn remarked upon the traffic situation in the Village, with the Police having been recently active with speed checks, and whether it was possible to speak with the Police to establish the findings.

Cllr Davis asked for the LE Sports Association Business Plan presentation to be provisionally put onto the March Agenda.

Cllr Wright advised that the County Pension Scheme Employer Newsletter had requested a policy statement from each employer on six discretions, as this item needs to come to Council for discussion & approval, she requested it be put on the March Agenda.

Cllr Wright asked for an Agenda item to consider the Revels Committees request for parking on School Common Cadmore End on the 2<sup>nd</sup> Saturday in July to also be added to the March Agenda. She advised that it would only be the Church and Village event this year the School was not taking part.

**Action:** Clerk to check with Cllr Fitzpatrick/Police Done

There being no further business the meeting closed at 8.30 pm

Signed..... (Chair)

Dated.....