

PARISH OF RADNAGE

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 14th DECEMBER 2011 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robin Fawell, Vice Chairman Ms Elizabeth Fynn, Mrs Sue Jones, Mr Lew Perring and Mr Roy Pitcher and Clerk Mrs Gill MacKenzie.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting, including District Councillor Mr John Gibbs who was in attendance until item 7. No other members of the public were in attendance. Apologies for absence had been received from Cllr Blakstad (away on business) and Cllr Tordoff.

MEETING CLOSED FOR PUBLIC SESSION

Cllr Gibbs gave a brief update on the transfer of council tenanted accommodation to the Red Kite Housing Association. He also advised that the District Council was making no increase to their element of the 2012/13 Council Tax.

MEETING REOPENED

2. Declarations of any personal or prejudicial interests and return of any outstanding formal declarations.

No declarations of personal or prejudicial interests in the agenda items were made.

3. Acceptance and signing of minutes of Meeting of the Parish Council held on 9th November 2011.

It was proposed by Cllr Jones, seconded by Cllr Pitcher with all in favour that the minutes of the previous meeting be accepted as a true and accurate record. The Chairman signed and dated the minutes.

4. Report on progress on items in the previous minutes

Items outstanding from the last meeting were to be included in the agenda for this meeting.

5. Planning. To consider planning applications and report on decisions made.

The Clerk advised that the Certificate of Proposed Lawfulness had been granted by the District Council for alterations to rear fenestration, the insertion 2 x velux rooflights and 1 x light tube in respect of Four Acres Lodge, Green End Road, Radnage.

6. Finance

a) The Clerk reported that as at 30th November the current account held £15,691.62 and at 25th November the deposit account had a balance of £21,553.50 which represented a transfer of funds internally to represent budgeted capital expenditure and interest of 47 pence. The budget summary as at the end of November had already been discussed by councillors in preparation for setting next year's Precept and there were no further questions regarding the budget.

b) Payments for December 2011 were agreed and cheques signed by Cllrs Pitcher and Perring. Salaries and expenses totalled £596.09, contractors fees for Village Hall replacement windows, fuel oil, electric and waste totalled £1,810.66, refunds for Village Hall £197, subscriptions £30, work to complete the refurbishment of the war memorial £120 and an invoice for the work connected to common land at Chapel Pond £1,380. Payment to the Royal British Legion for the poppy wreath and a payment for stationery and training workshops were also made.

c) After a short discussion it was proposed by Cllr Fynn, seconded by Cllr Fawell that the Precept for 2012/2013 be set at £24,000. This increase was necessary to keep pace with rising costs and to enable ongoing maintenance to be carried out to the Parish assets. It was also recognised that the Village Hall management team were looking to employ someone in a lettings and caretaking role. The budget for the

next year was not able to include sufficient funds to repair the car park and it was hoped that this was an area the fundraising team could concentrate on. A Precept of £24,000 was agreed by all and the Clerk was tasked with formally responding to WDC.

ACTION: Clerk

The Clerk advised that councillors that as a result of the budget set for next year, they should revisit the Action Plan.

7. Correspondence.

- a) A letter had been received from Radnage C of E Infant School regarding changes proposed to extend the school. The letter advised that representatives from the School would like to discuss the implications in respect of the highways and parking and the use of the village green for sports and PE. Councillors were very concerned about this suggestion as traffic congestion around the school and parking is already causing difficulties in the vicinity. It was agreed that the school be invited to send representation to a forthcoming meeting of the Parish Council to give a presentation on the proposals and to allow councillors the opportunity to ask questions in order to clarify the details of the project.
- b) The Clerk advised that it was still unknown if the Stokenchurch library would continue. Updated information on the situation was available on the Stokenchurch parish website.
- c) Mr Blaylock had provided an update on all matters regarding the Common Land Project. In particular, the Deed of Easement for Rose Cottages on Radnage Common Road had finally completed on 25th November and the legal charges incurred by the Parish Council had been settled in full by the prospective owner of Rose Cottages.
- d) Mr Blaylock had advised that the Completion of the transfer of the land to the rear of Chapel Pond and the division of land to the owners of Stratford House took place on 23rd November and the Parish Council is now waiting for updated Land Registry plans to complete the records. The invoice for professional charges from the Parish Council's solicitors is included under item 6b of these minutes and councillors recognised the contribution made by Mr Blaylock in these negotiations which have kept costs to the absolute minimum possible.
- e) Mr Blaylock had provided the Parish Council with a cheque for £110 from the Parish Council solicitors which represented funds lodged with them after Southern Electric had paid a premium for a Deed of Grant in 2004 permitting a cable to be laid underground around the perimeter of the Recreation Ground.

8. Village Hall update –

Cllr Fynn reported that the new hire rates for the village hall, approved by the parish council in October 2011, have been circulated to the lettings officer and regular hirers. From 1 December the new rates were being charged. The 20 per cent increase does not seem to have caused too many rumblings.

As part of reorganising the current toddlers' storage space, a notice about rehoming the indoor bowls mat, pool table and table tennis table had been put in Contact. However, this was still not going to give a potential new hirer as much storage space as she had asked for. It is suggested that the PC should reach a decision as to whether we are able to accommodate her or not. The dishwasher in the new kitchen has been repaired, i.e. a new pump had been fitted. Prices for both fitting an internal filter which should stop the problem occurring again, and for a cutlery carrier and two new trays are awaited. New UPVC windows and doors in the front wall of the building have been installed.

Cllr Jones gave an update on the curtains and tracks advising that the tracks had been installed and advised that there was a further delay in the provision of the material for the curtains and a subsequent delay in their production. Cllr Jones would liaise with the contractor to ensure our requirements were met.

ACTION: SJ

- a) It was agreed that best action to take in respect of finding increased storage within the Village Hall was to begin with tidying existing storage areas and to utilise roof space to for long term storage of archive material and items which require occasional access only e.g. Christmas decorations. Large items no longer used were being disposed of and included the children's sized pool table, indoor bowls mat and table tennis table. Where possible these were being returned to those who donated or re-cycled to a good home.

- b) It was proposed by Cllr Perring, seconded by Cllr Jones with all in agreement, that the clerk should purchase plastic storage boxes to store archive material and Christmas decorations with a maximum expenditure of £175 for this purpose.
- c) It was agreed that the Parish Council should obtain 2 further quotes for installation of a fire alarm and detection system. Cllr Perring agreed to obtain the quotes, using the Panache quotation (which the clerk would provide) would be used to ensure like for like quotations were used. **ACTION: Clerk/LP**
- d) Cllr Fawell agreed to investigate and identify which licences (e.g. entertainment/music) were required for the Village Hall. **ACTION: RF**

9. Open Spaces.

a) The revised burial ground guidelines had been distributed prior to the meeting and it was proposed by Cllr Fawell, seconded by Cllr Pitcher and agreed by all that they should be adopted forthwith. (Cllr Blakstad had also given his approval for this issue of the guidelines at a working group meeting held the previous week). The guidelines were signed and dated by the Chairman. It was hoped that this decision would assist stonemasons in advising clients requesting memorials. The Clerk was tasked with sending the revised guidelines to all local stonemasons and funeral directors. **ACTION: Clerk**

It had been brought to the attention of one of the councillors that the churchyard wall was in a poor condition and Cllr Pitcher agreed to speak to Cllr Blakstad and ask him to pursue this with the PCC.

ACTION: RP

b) A plaque to mark the Radenac tree was agreed. The plaque would be plastic mounted on a wooden stand. Wording to be suggested by the Clerk and Cllr Perring was to pursue the costs by obtaining quotes for the work. **ACTION: LP and Clerk**

10. Risk Management.

A review of the December elements of the Risk Register was made and action recorded as appropriate. The Chairman had carried out a review of the Clerks procedures and reported that he was satisfied that all records were in order.

11. Clerks Matters.

The Clerk had no additional matters to raise.

12. To receive Reports from Councillors on meetings that they have attended.

Cllr Fawell reported that he and Cllr Blakstad had attended a planning forum and that as a result it was clear that other than in an advisory capacity, the Parish Council had no power to make planning decisions as the District Planning officers held this responsibility and were bound by regulations and statutory guidance.

13. Forthcoming Meetings and Attendees.

The Clerk advised that she had taken the opportunity to book herself a place on a free 'Commons and the Law' training workshop to be held in January.

14. Date of Next Meeting: The next Ordinary Meeting of the Parish Council was to be held on 11th January 2012.

PUBLIC SESSION.

There was no further public session.

Chairman's Signature:

Date: