

PARISH OF RADNAGE

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 10th MARCH 2010, 8.00 PM IN RADNAGE VILLAGE HALL

The meeting was preceded by a session allowing the public to raise matters of concern with the Parish Councillors.

PRESENT

Chairman: Mr M Blakstad, Councillors: Ms E Fynn, Mr A Gardner, Ms C Nellis, Mr L Perring, Mr W Pilbeam, Mr R Pitcher and Parish Clerk: Mrs G MacKenzie.

IN ATTENDANCE: Mr Ian Blaylock Assistant RFO, Cllr Watson WDC and 4 members of the public.

1. Welcome and Apologies for Absence.

No apologies for absence had been received.

2. Declarations of Interest

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting. Cllr's Fynn, Pilbeam and Pitcher declared a personal interest in item 6b – cheques being raised against invoices and for expenses claims.

3. Acceptance of Minutes of the Last Meeting

It was proposed by Cllr Pitcher, seconded by Cllr Gardner that the minutes of the Ordinary Meeting of the Parish Council dated 10 February 2010 be signed as a true and accurate record. All agreed and Cllr Blakstad signed the minutes.

4. Matters Arising from the Previous Minutes

- a. Wards Pond. Cllr Blakstad reported that he and the Clerk had attended a meeting on 5th March set up by Carole Burslem, our BCC Local Area Co-ordinator, to discuss the way forward. It had quickly become apparent that the Council files had a differing plan to that held on Parish files. Following discussion, BCC agreed to carry out a survey of the pipework and gullies, including a camera survey to determine conditions of the pipes (water levels permitting). The initial survey had taken place that same day. Transport for Buckinghamshire also offered a one-off pond clearance, perhaps using the spoil to build up additional banking. Once the surveys had been completed, it was hoped that the issue could be taken forward to an agreed conclusion. Cllr Pitcher asked if consideration should be given to cutting back the nearby trees. The Clerk was tasked to seek 3 quotations to assess the costs of this work. **ACTION: Clerk**
- b. Village Hall Fence. As tasked, the Clerk reported that Mr Stocks of West Wycombe was due to start the work on the replacement fencing around the Village Hall entrance in mid March. The Clerk was asked to place a no-parking sign at the existing fence to ensure the contractor was given easy access to complete the work. **ACTION: Clerk**
- c. Additional Replacement Windows for the Village Hall. Cllr Fynn suggested it was time to consider that more windows should be replaced in the Village Hall. The 3 new windows were costed at £680 with the remaining 4 windows in the small hall needing to be replaced at a cost of £400. All agreed that all 5 windows should be replaced but held back the decision on this until the budget

summary had been considered later in the meeting. Subsequently, it was proposed by Cllr Fynn, seconded by Cllr Blakstad and agreed by all that all 5 windows should now be replaced.

It was also noted that Mrs Kay Brown was in the process of applying for grants for further refurbishment of the Village Hall.

- d. Availability of Audio Visual Aids. Cllr Fynn asked if anyone knew if display boards were available for use at the Open Meeting to display the progress of work being carried out at the Village Hall. It was thought that some boards were available and Cllr Fynn agreed to follow this up.

ACTION: EF

There was a further suggestion that the Village Hall needed its own projector for use by those hiring the Hall to connect through a computer. Although generally thought to be a good idea, the cost of these items was known to be high. The Clerk offered to prepare some costs for consideration.

ACTION: Clerk

5. Planning.

- a. Progress on applications already considered was noted:

09/07438/FUL Home Farm City Road Application for the construction of a two storey front/side extension
Application Permitted.

The Clerk reported that since the agenda had been raised, notification had also been received advising that:

09/07405/CLP Toot Hill Green End Road Application for construction of a single storey rear extension had been Granted Certificate of Proposed Use.

- b. New applications were to be considered:

SH/10/05283/FUL Avalon, Radnage Common Road

Application for demolition of existing garage and rear extension. Construction of single storey side and rear extension to include repositioning of chimney. The Parish Council have no objections so long as policy guidelines in relation to Green Belt land is not contravened i.e. the gross floorspace of the original dwelling has not been increased by more than 50%.

6. Finance

RFO Report.

- (i) Bank Balances and Financial Report.

As at 9 February 2010 the savings account balance stood at £10,025.50 representing interest of 40p since the last statement. As at 26 February 2010, the current account balance is £10,711.71 This represents income of £1,608.55 and outgoings of £1,246.56.

Included in the income is the sum of £453.55 received from Matlock Transport towards the cost of the repair of the Village Hall fence, and £530 received from Cllr Watson from his Ward budget as a contribution to work on the restoration of the Village Hall.

The bank is now sending all documentation to the new clerk, and it is anticipated that the facility to view the accounts online will be available by the end of this month. The bank had inadvertently made a duplicate payment by standing order. This has now been rectified, the monies returned and confirmation that the standing order has been amended has been received.

The Council have been advised that there will be an increase in the waste contract held with Sita UK – with effect from 1 April 2010 due to an increase in landfill charges, they have not as yet advised what the increase is going to be.

The new Council Tax bill for the Village Hall has been received, and has been calculated with Small Business Relief as was requested during last year. Our annual amount payable is £1078.55 and we can expect the first instalment to be taken by Direct Debit on 1st April of £106.55 with 9 subsequent monthly instalments of £108. This represents a decrease in our annual payment of £396.54 from this financial year.

(ii) To Consider the Appointment of Internal Auditor for Fin Yr 09/10.

Ian Blaylock has discussed the requirement for internal audit with the Council's external auditors. They have advised that it would be inappropriate for him to perform the internal audit for 2009/10 as he has been too closely involved with the Parish Council during the last twelve months. He has therefore approached Christopher Gee who has agreed to perform the audit for one more year. On this recommendation, the Parish Council was asked to agree the re-appointment of Mr Gee as the Parish Council's Internal Auditor for the Fin Yr 09/10. This was Proposed by Cllr Blakstad and seconded by Cllr Perring and agreed unanimously.

It was suggested that a decision about what happens from 2010/11 onwards could be delayed for at least six months.

b. Accounts to be Approved for payment.

The invoices and payments listed were passed to members of the Parish Council for approval at the end of the meeting.

Cheque number 2148	Contact Magazine (V Hall advert for next 12 months)	£175
Cheque number 2149	The Print Shop (stationery and photocopying)	£23.28
Cheque number 2150	Julie Walters (cancellation of V Hall hire)	£75
Cheque number 2151	Pat Pilbeam (cancellation of V Hall hire)	£25
Cheque number 2152	Ian Brown (cancellation of V Hall hire)	£37.50
Cheque number 2153	Ian Blaylock reimbursement of sundry expenses	£46
	a) B.Hatt (Locksmith) - Cutting of keys	£21
	b) Bruce Lance & Co - Commissioners Fees	£15
	c) Reynolds Parry Jones - HM Land Registry	£10
Cheque number 2154	Reynolds Parry Jones	£563.50 (£490 + VAT £73.50) +
	(This is payment for work in connection with the registration of Title for the War Memorial)	
	Reynolds Parry Jones	£887.50 (£710 + VAT £106.50 +
		£71 'disbursements')
	(This is payment for work in connection with the registration of Title for 13 pieces of Parish land)	
		Total cheque value: £1,451.00
Cheque number 2155	G MacKenzie Clerks salary and expenses	£418.99
Cheque number 2156	E Fynn – sundry expenses	£193.02
Cheque number 2157	P Rolfe - Village Hall lettings officer salary 15 Jan – end Feb	£132
Cheque number 2158	Insurance – Village Hall group and others – public liability	£200.01
Cheque number 2159	J Heywood – Village Hall cleaner (10/02/10 – 05/03/10)	£104
Cheque number 2160	Lesters – for building material for small hall partition wall	£421.85 +VAT
Cheque number 2161	R Barrett – for construction of partition wall	£703.50 +VAT
Direct Debit	Southern Electric – Village Hall	£65.00
Direct Debit	WDC – Village Hall	£115.00
Direct Debit	Sita UK Ltd – Village Hall Waste	£105.43 + VAT

The Clerk reported that a process of invoicing for work carried out in relation to the Village Hall Kitchen project had been discussed between Cllr Fynn, Mr Ian Brown (Village Hall fundraising group) and Cllr Fynn - and a procedure was proposed for agreement by the Parish Council. The suggestion is that future invoices be submitted to Clerk (invoices should be addressed to the "Radnage Parish Council"), together with a cheque from the Village Hall fundraising group to cover

the Net amount payable. This would enable VAT to be reclaimed where applicable. This procedure was Proposed by Cllr Pitcher and seconded by Cllr Fynn and agreed.

Cllr Blakstad asked the Clerk to ensure that there was no regulation requiring the Village Hall fundraising group initiated work to be subject to obtaining 3 quotations for the work. Mr Blaylock was able to advise that as it was not public money being used this was not necessary.

N.B. Further to the meeting the Clerk has ascertained that although 'considered good practice' it is not necessary to obtain 3 quotations for work, particularly if local contractors and businesses are recommended and can be used, or it is in the best interest of the project (e.g. timescale for work to be completed/only available contractor) and if value for money is being obtained.

7. Status of Internal Risk Control and Assessment

The Clerk reported that Councillors had held a meeting on 23 February 2010 to discuss the Internal Control and Risk Assessment for the Parish Council. At this meeting a review of outstanding action points was carried out and additional risks identified. The Clerk had also introduced a draft of a proposed Risk Schedule, the purpose of this being to identify risks, identify a Councillor as the lead for the assessment of the risk, and to record the frequency and dates for reviewing each risk. Forthcoming Parish Council meetings would contain a separate item on the Agenda for the Assessment of Risks identified, as and when appropriate. It had been agreed that the Clerk should update the proposed Risk Schedule under the headings suggested with a view to endorsing the final version of the Schedule in late May 2010.

8. Public Liability Insurance and Insurance Renewal

The Clerk had circulated a brief to Councillors explaining that the Parish Council currently has 2 Insurance policies, both arranged through AON Insurance brokers and underwritten by Allianz. These are specialist insurance policies for Parish Councils and Village Halls. The main Parish Council policy includes the mandatory cover for public and employers liability but also includes cover for property damage (including the War Memorial) and includes the Village Hall building, fixtures and fittings. This policy is due renewal on 1 June. The second policy is specific for the Village Hall and insures against public and employers liability, libel and slander for the Village Hall and its users. This policy is due renewal on 15 March and the premium payment is included in the cheques prepared for signature at this meeting.

9. Correspondence.

The Chairman advised that the District Council had written to advise that it was taking forward a final Interim Policy Statement on Sites for Gypsies, Travellers and Travelling Showpeople to its Council's Cabinet meeting on 8th March. The key recommendations are for 3 sites to be taken forward at this stage, one being in Marsh, another at Dry Banks, Oxford Road, Stokenchurch and the third at Five Oaks Farm, Studley Green. He advised that these sites would be subject to the normal planning application process, consultations and detailed assessment against relevant planning policy.

Should Cabinet approve the interim policy statement - which includes a list of site development criteria - the next steps would be to advise all interested parties about it and to work closely with landowners, specialist advisors and the Gypsy, Traveller and Travelling Showpeople Community. Once the outcome of the South East Plan examination and any update to government policy is known, work will start on the Wycombe Development Framework to bring forward appropriate sites for medium and longer term needs.

(Cllr Watson offered the advice that this process was to regularise the site at Studley Green and that the Dry Banks Stokenchurch site was new).

10. Village Hall Update

Cllr Fynn gave a report on the Village Hall. She reported that it had been a typical month for hirings, with the usual bookings for pilates, fitness training, karate, mothers and toddlers, and two additional bookings for parties. A system to process the refund of hire charges where the requisite notice has been given has been set up.

Windows: a quote has been received from the company which supplied the windows in the main hall for the remainder of the windows in the village hall.

New kitchen project: Construction work is under way on the new kitchen. The stud wall has been built and plastered, cables run for electrics, and two fire doors installed. The two small toilets have been demolished, a skip hired and the rubble removed. The small hall has had an initial clean. Once the new wall has been painted on the outside, the hall will be cleaned again in time for two events later in March: a John Lewis conference on 25 March and a wedding on 26-27 March.

Cleaning: a check list has been drawn up of tasks to be carried out in each of the two 2-hr cleaning sessions a week. The list was to be agreed with the cleaner at a meeting next week.

Cllr Fynn advised that it was intended to have the fire exits clearly labelled and that these new signs would be installed prior to the booking on 25 March. **ACTION: EF and LP**

11. Open Spaces

a. Allotments.

(i) Cllr Pitcher reported that general maintenance is in hand. No further requests for allotment plots had been received at this time, and that some plots could still be made available. It is intended to open the Green Lane allotment land to visitors on Garden Sunday. The Clerk was asked to add a note to this effect in with the invoices for the annual rental due in April. It was noted that the condition of the fencing around Chapel Pasture needed reviewing and recording. This needed to be carried out prior to the Grazing Licence being issued to the successful applicant. Cllr Perring advised that the gate to the Pasture was currently locked and that the key was thought to be with the previous tenant. Cllr Perring agreed to seek out the key and together with Cllr Pitcher would then review the condition of the fences. **ACTION: LP and RP**

(ii) The Clerk offered the Grazing Licence for Chapel Pasture for signature. It was agreed that the Licence could be signed, and held pending a decision on the condition of the fences. The Chairman and Vice Chairman signed the Licence, witnessed by a member of the public. The Clerk was not given the authority to release the Licence for grazing at this time.

- c. Play Area. Cllr Nellis had completed her regular inspection of the playground with all being satisfactory. She reported that the sum of £664.13 had been received from Mr Andy Bailey as a donation from the now closed Radnage Youth Group. Mr Bailey had sent a covering letter with the monies, advising that he had received representation from the younger members of the community requesting that dual purpose posts be installed for both Rugby and Soccer. It was suggested that the newly formed Playground Action Group (PAG) should investigate the feasibility of this request and come back with recommendations. **ACTION: CN**
Cllr Nellis requested that this donation, together with money donated by Mr Tribe be 'ringfenced' to ensure it was used for the benefit of playground improvements (Item 8 Minutes dated 9 December 2009 refers).

Signs to advise owners that dogs are not permitted in the children's play area are to be repositioned.

It was agreed that there should be a sign on the metal gate, one on a small post near the hedge archway, and one on the road gate. **ACTION: CN**

- d. Open Spaces. Cllr Perring reported that he planned to remake the notice board currently positioned at the junction of Green End Road/Hatch Lane when repositioning on the land of Mr Dodwell alongside Green End Road.

Cllr Pilbeam reported that a full review of the burial ground had been carried out and that the Clerk had prepared an update plot plan. There is a 'compost bin' in the corner of the burial ground and all agreed that this was unsightly and should be removed. **ACTION: WP**
The Clerk advised that the Parish Council files were missing a signed and dated copy of the burial ground history and guidelines and had reproduced this document for signature by the Chairman.

12. Forthcoming Meetings and Attendees

The Clerk advised that she was attending a BCC/WDC Meeting of Clerks on Thursday 11 March. The Clerk and Cllr Gardner were scheduled to attend the next meeting of the WDALC on 16th March. Cllr Perring volunteered to attend the BALC Planning Workshop, with the Clerk on 7th April.

13. To Receive Reports from Councillors on meetings that they have attended

Cllr Blakstad reported on a meeting he attended of the South West Chilterns and Marlow Local Area Forum. He advised that this had been a most interesting and informative meeting and suggested that it would be beneficial for Radnage Parish Council to be represented at future meetings of this group.

14. Any Other Business

The Clerk had provided a budget summary for information and retention of Councillors. She took the opportunity to explain its layout and headings in order to aid understanding.

15. Date of Next Meeting

The next Ordinary Meeting of the Parish Council is scheduled for Wednesday 14th April 2010 at 8pm in the Village Hall.

The meeting closed at 2140 hours.

Members of the public were given a further opportunity to raise any matters of concern.

G MACKENZIE

Clerk to the Radnage Parish Council

Email: clerk@radnageparishcouncil.org.uk

12 March 2010

Chairman's Signature

Date: