

# PARISH OF RADNAGE

## MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD AT 8 PM ON WEDNESDAY 12<sup>TH</sup> JANUARY 2011

Present: Councillors: Chairman: Mr M Blakstad (in the Chair), Vice Chairman Ms E Fynn, Mr A Gardner, Ms C Nellis, Mr L Perring, Mr W Pilbeam, and Parish Clerk Mrs G MacKenzie.

**1. Welcome and Apologies for Absence.** Apologies for absence had been received from Cllr Mr R Pitcher. The Chairman welcomed everyone to the meeting. District Councillor Mr C Watson was in attendance; there were no other members of the public in attendance.

**The meeting was closed for a Public Session.**

Councillor Chris Watson gave the Council an overview of current major issues at the District Council level including the impact of central government cuts, the Localisation Initiative, the proposed Sports Village and the Council House strategy.

**The meeting was reopened.**

### **2. Declarations of Interest**

Members are 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. None were declared.

### **3. Acceptance of Minutes of the Last Meeting**

Cllr Pilbeam proposed and Cllr Gardner seconded the motion that the minutes of the last meeting be accepted as a true record. This was agreed by all and the minutes were signed by the Chairman.

### **4. Matters Arising from the Previous Minutes (not otherwise on Agenda)**

a. Action Points from last meeting.

(i) Cllr Perring was to pursue the provision of a suitable 'A' sign warning visitors of the existence of the play area. Progress has been made with this action which is ongoing.

(ii) Cllr Fynn would arrange for future caterers to be asked to complete a questionnaire providing feedback on the kitchen facilities to the Village Hall Manager. Cllr Fynn advised that she had yet to devise the questionnaire as no major hires were imminent.

### **5. Planning.**

Planning applications and decisions:

10/07442/FUL Four Acres Lodge Green End Road Radnage Buckinghamshire HP14 4BZ

Householder application for the construction of a chimney. Application Permitted by WDC

10/07691/CLE/26/11/2010 Andridge Old Barn, Sprigs Holly Lane. Certificate of existing lawfulness for continued use of land as garden area. No Objection from Parish Council.

10/07730/FUL/01/12/2010 Holly Tree Cottage, Sprigs Holly Lane. Householder application for construction of two storey rear and single storey side extensions and alterations, including the insertion of 1 dormer window in the NW elevation, open front porch, enclosed courtyard and construction of detached 2 bay garage/store. No objection from Parish Council.

10/07628/FUL 19/11/2010 Free Gospel Mission Hall, City Road. Use of building as a 2-bed dwelling. There was some discussion about this application which continues a history of planning applications and appeals concerning this property. There is no evidence available to dispute the applicants claim that this building had improvement works completed on it more than 4 years ago. At a vote Proposed by Cllr Perring and Seconded by Cllr Gardner five agreed to the application being endorsed, with one abstention, therefore on majority, the Parish Council have no objection to this latest application. **ACTION: Clerk**

A planning application for Silver Birches, 6 Green Lane, had been received however, Councillors felt unable to offer any opinion as the plans were faded and difficult to read. The Clerk was asked to follow this up with the planning officer. **ACTION: Clerk**

## 6. Finance

### a) RFO Report

The Clerk reported that as at 31 December 2010 the current account stood at £14,714.25 and the deposit account had a balance of £10,029.67 representing interest of 41p. The Clerk had produced a summary of income and expenditure and pointed out the recently received rebate for Council Tax on the Village Hall due to a recalculation of small business relief. There were no comments or questions raised.

The Clerk advised that Cllr Pitcher had completed a review of the Parish Council's budgetary control (as managed by the Clerk) during the last month and had made no adverse comments.

### b. Accounts Payable.

Cheques for approval:

Cheque number 2245 BALC – for training workshop £45

Cheque number 2246 J Haywood – Village Hall cleaner £112

Cheque number 2247 P Rolfe – Village Hall lettings Officer £110

Cheque number 2248 G MacKenzie – clerks salary and expenses £554.03

Cheque number 2249 Lesters Building Supplies – VH loft insulation £27.90 +VAT

Direct Debit BT for Village Hall telephone £48.30 +VAT

Direct Debit Southern Electric – Village Hall £65.00

Direct Debit Sita UK Ltd – Village Hall Waste October £114.06 + VAT

It was Proposed by Cllr Blakstad and Seconded by Cllr Fynn that the Standing Order for the annual subscription of £25 to the Chiltern Society be changed to Direct Debit. All agreed.

**ACTION: Clerk**

## 7. Village Hall Management Committee Insurance

The Clerk advised that the Village Hall Management Committee Insurance was due for renewal in March. In preparation, the current Parish Council Insurance provider was asked to provide a quotation. The broker had responded advising that if the group was not a formally constituted sub-committee of the Parish Council they could be added as a joint policyholder to the Parish Council policy at no additional premium. It was agreed unanimously to accept this offer.

**ACTION: Clerk**

## 8. To Consider the Purchase of Colour Laser Printer for Clerks Use.

Following discussion in a previous working group meeting, the Clerk had provided some comparison figures for the purchase and maintenance of a replacement combined printer/scanner/photocopier, either laser or inkjet, for her use. It was subsequently Proposed by Cllr Blakstad, Seconded by Cllr Fynn and agreed by all, that if the need arose, the Clerk could use her own discretion and purchase a printer of her choice up to the cost of £270.

## 9. Correspondence

a. Localism Bill. The Clerk advised that the Government's Localism Bill could have some affect on the powers of the Parish Council and agreed to attach a short document about this with the minutes.

b. Local Transport Plan. The Clerk advised the Committee about the Local Transport Plan Public Consultation, details of which are available at [www.buckscc.gov.uk/ltp3](http://www.buckscc.gov.uk/ltp3) and agreed to publicise the information in the next edition of Contact magazine.

c. Bucks County Council Overview and Scrutiny Commissioning Committee. The Clerk advised that this Committee was responsible for scrutinising decisions made by the Cabinet and other public services and encourages residents to raise issue through its Public Platform. The Guide to this is at [www.buckscc.gov.uk/scrutiny](http://www.buckscc.gov.uk/scrutiny). It was agreed that this information should also be publicised in Contact magazine.

d. Wycombe Community Safety Partnership booklets. The Community Safety Team Leader at WDC had written to advise that a Community Safety Booklet should have distributed to residents of the district. The Clerk had obtained copies which were available at this meeting, for anyone who wanted one.

## **10. Village Hall Update.**

Cllr Fynn reported that hirings were running at the usual level for this time of year, i.e., regulars mostly, with a few one-off events booked such as children's parties and a quiz night. It was hoped to run a cookery course in the new kitchen with local chef Batiste as instructor. The hall had been checked regularly during the cold weather and no further frozen pipe problems were experienced. Cllr Perring had improved the security of the outside central heating oil tank. The gates to the hall car park were open during the snowy weather so that people could leave their cars there, a facility that was well used and much appreciated.

Builders have been asked to quote for the next hall improvement project, which includes replacing the flat roof over the entrance hall and toilets with a pitched roof. It was hoped to carry out this work during March 2011 when there are no major events booked at the village hall. The next step was to get building regulations.

Fire protection equipment: Cllr Fynn advised that she had obtained comparative prices for the equipment needed to bring the hall up to a safe standard. She explained that by using a supplier such as Fire Protection Online, we could substantially reduce the cost of the extinguishers, fire blankets and signage needed from over £800 to less than £200. The replacement equipment would come with the same five-year warranty, all necessary BS, CE and kite marks and would meet current fire safety and insurance regulations. If the signage required for the extra fire exits, fire doors, and a new fire log book were added the Hall could be brought up to standard for, say, £250, if volunteers could be found to put up our own signs and hang brackets for the new extinguishers and fire blankets.

It was Proposed by Cllr Blakstad and Seconded by Cllr Nellis that Cllr Fynn should go ahead with this initiative with a maximum expenditure of £300.

**ACTION: EF**

An update on the provision of new curtains for the Hall was requested and Cllr Fynn advised that progress into the most cost effective options was being investigated.

**ACTION: EF**

It was suggested that the 'Guidance to Hirers' on what was, and what was not, acceptable for use in putting up any form of decoration was needed, certainly before the Hall was repainted. Cllr Fynn advised that this was on her list of jobs to be completed and that she would be working with Cllr Perring to put this together.

**ACTION: EF and LP**

Cllr Perring suggested that some minor brick-building around the site of the oil tank would improve the look of the outside of the Hall and would also help to be able to safeguard the contents from theft. It was considered that this proposal should be re-visited when the major building work in undertaken for the Hall improvements.

## **11. Open Spaces**

a. Allotments. There was no update available on the review of current tenancy arrangements and fees.  
b. Play Area. Cllr Nellis reported that she had met with Zoe Smith, the leader of the Playground Action Group and advised that Zoe was stepping aside from this role due to other commitments. It was hoped that another lady might be available to take on this role and that this was being investigated. Cllr Nellis advised that Buckinghamshire Association of Local Councils were hosting a seminar by Play England, the national charity for promoting children's right to play, where attendees could expect to discover the Risk/Benefit in Children's Play that will be of benefit to Local Councils in order to meet the needs of children and younger people in their areas. This was scheduled for 3<sup>rd</sup> Feb at the cost of £15 per attendee. All agreed that the Parish Council would fund this training for one person to attend.

**ACTION: CN**

c. Reports were received on the following:

- War Memorial. Cllr Pilbeam advised that the Clerk had assisted him with photographing the War Memorial and advised that he had received a second quotation for the work and was pursuing a third. He had been in contact with the War Memorial Trust in the hope of obtaining a small grant and asked if the Parish Council would wish to pursue the formal 'listing' of the War Memorial. It

was considered that as any benefits of pursuing this course of action were not known, further investigation was necessary. Cllr Pilbeam agreed to continue with his investigations into the improvements to the War Memorial and would report back. **ACTION: WP**

- Notice Boards. Cllr Perring advised that he had replaced the notice board on Sprigs Holly Lane which included an identifiable section for Parish Council notices. A vote of thanks was given to Cllr Perring for his work with this.
- Bus Shelters. Cllr Perring continued to keep an eye on the condition of the bus shelters. It had been noted that the bins which were due to be emptied on a weekly schedule every Tuesday were not always being emptied as routine. Cllrs Perring and Fynn would keep a watchful eye on this in future. **ACTION: LP and EF**

**12. Diary Dates.** Dates for forthcoming meetings were agreed:

Wednesday 9 <sup>th</sup> February	- Ordinary Meeting of the Parish Council
Wednesday 9 <sup>th</sup> March	- Ordinary Meeting of the Parish Council
Wednesday 13 <sup>th</sup> April	- Ordinary Meeting of the Parish Council
Wednesday 27 <sup>th</sup> April	- Annual Parish Meeting (this is the Open Meeting)
Thursday 5 <sup>th</sup> May	- District and Parish Elections
Wednesday 11 <sup>th</sup> May	- Ordinary Meeting of the Parish Council and Annual Meeting of the Parish Council
Wednesday 8 <sup>th</sup> June	- Ordinary Meeting of the Parish Council
August	- no meeting
Wednesday 14 September	- Ordinary Meeting of the Parish Council
Wednesday 21 <sup>st</sup> September	- Action Plan Working Group meeting
Wednesday 12 <sup>th</sup> October	- Ordinary Meeting of the Parish Council
Wednesday 9 <sup>th</sup> November	- Ordinary Meeting of the Parish Council
Wednesday 16 <sup>th</sup> November	- Precept Working Group meeting
Wednesday 14 <sup>th</sup> December	- Ordinary Meeting of the Parish Council

**13. Risk Management.**

A review of the December and January elements of the Risk Register was made and action recorded as appropriate.

**14. To receive Reports from Councillors on meetings they had attended.**

Unfortunately Cllr Gardner had been unable to attend the last meeting of the WDALC so no report was available.

**15. Forthcoming Meetings and Attendees.**

Briefings on localism measures and planning seminars featured on the list of forthcoming meetings. Cllr Blakstad offered to attend at least one of the two meetings if his commitments allowed. It was noted that one of these clashed with a meeting of the Parish Council. The Clerk would forward the relevant details to Cllr Blakstad.

**ACTION: GM and MB**

**16. Date of Next Meeting**

The date of the next Ordinary Meeting of the Parish Council was agreed as Wednesday 9<sup>th</sup> February at 8pm in the Village Hall.

The Chairman closed the meeting at 9.50 pm and a further public session was opened.

Chairman's signature:

Date: