

# PARISH OF RADNAGE

## MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 13<sup>TH</sup> APRIL 2011 AT 8PM IN RADNAGE VILLAGE HALL

Present: Councillors: Vice Chairman Ms E Fynn (in the Chair), Ms C Nellis, Mr L Perring, Mr W Pilbeam, Mr R Pitcher, and Clerk Mrs G MacKenzie.

### **1. Welcome and Apologies for Absence.**

Apologies for absence had been received from Cllr M Blakstad (away on business) and Cllr A Gardner (ill-health). The Chairman opening the meeting with words of welcome. There were 2 members of the public present.

### **MEETING CLOSED FOR PUBLIC SESSION** (10 minutes duration)

There were no matters raised by the public.

### **MEETING REOPENED**

### **2. Declarations of any personal or prejudicial interests.**

None were declared.

### **3. Acceptance and signing of minutes of the last meeting**

Cllr Perring proposed and Cllr Pitcher seconded the motion that the minutes of the last meeting held on 9<sup>th</sup> March 2011 be accepted as a true record. This was agreed by all and the minutes signed and dated by the Chairman.

### **4. Report on progress on items in the previous minutes**

The Clerk reported that all actions from the last meeting had been completed or would be reported on during the course of the meeting.

### **5. To consider planning applications received.**

Two planning applications had been received since the Agenda had been published, details of which were passed to Cllrs Perring and Pitcher (in the absence of Cllr Gardner), for consideration and reporting to the Clerk.

**ACTION: LP/RP**

11/05493/FUL 59 Green Lane. Householder application for construction of detached outbuilding in rear garden (retrospective).

11/05754/FUL Radnage House Green End Road. Temporary siting of caravan for accommodation purposes for 6-12 months (retrospective).

### **6. Finance**

a) The Clerk reported that as at 31<sup>st</sup> March the deposit account had a balance of £10,030.90 and the current account stood at £8,670.33. The Clerk had produced a summary of receipts and payments against the budget at year end. The Clerk gave a report on financial activity over the past year. It was also noted that the Inland Revenue had made a new ruling that Clerks may no longer be considered self-employed and that the Parish Council had to register under the PAYE scheme. New Financial Regulations had been distributed for consideration ahead of the meeting and it was proposed by Cllr Fynn and seconded by Cllr Nellis, with all in favour, that these be approved and adopted.

b) Following the distribution of the Annual Accounts to councillors, it was proposed by Cllr Pilbeam and seconded by Cllr Nellis that the Annual Accounts for Fin Yr 2010-2011 be approved. All in favour.

c) The Annual Governance Statement had been distributed prior to the meeting and it was proposed by Cllr Fynn, seconded by Cllr Pitcher with all in favour that this be approved.

d) It was proposed by Cllr Pilbeam and seconded by Cllr Perring that the Annual Audit Return be approved. All were in agreement.

e) As proposed by Cllr Pitcher and seconded by Cllr Perring and agreed by all, payments for March 2011 were approved and cheques signed:

- BALC – Common Land training course fees £60
- Kent Murray Building Services – first payment for hall improvements £2,000
- The Print Shop - photocopying and stationery £22.77 +VAT
- Salaries and expenses for March £792.76
- BALC – for annual subscription 2011/12 £101.30
- South Bucks Tree Surgeons Ltd – work around Wards Pond £500 +VAT
- Kent Murray Building Services – for next due payment £5,693.20
- Village Hall - refund of cancelled hire fees - £32.50
- BT – for drop wire shift – Village Hall improvements £134.00 + VAT
- Kent Murray Building Services - £365 for fitting of loft ladder
- Richard Clark – architects – for work connected to Village Hall alterations £ 359.00 + VAT
- Kent Murray Building Services - £952.40 for loft insulation
- Direct Debit Southern Electric – Village Hall monthly direct debit (March) £65.00
- Direct Debit Sita UK Ltd – Village Hall Waste for month of March £114.06 + VAT

## **7. Correspondence** – To consider all items of correspondence received.

1. Nominations for forthcoming District and Parish Elections were noted along with the anticipated cost implications to PC of approx £500 - £600?
2. It had been reported that a memorial stone had appeared in Radnage Burial Ground re: Ruth Kilburn without prior approval of the Parish Council. Following investigation by the Clerk it was reported that approval had been sought and gained from the Vicar and that recovery of the due fees was being sought.
3. The Print Shop had requested notification of approved users of the account held there and it was agreed that the Clerk and the Village Hall Manager (Cllr Fynn) be signatories as well as J Rolfe – who would be able to sign for envelopes and stamps only. **ACTION: Clerk**
4. A request for regular project updates on the Village Hall refurbishment had been received from Veolia Environment Trust (providers of grant) and Cllr Fynn advised that this was being done.
5. The Clerk provided an update on Stokenchurch library, advising that Management Committee members were being sought.
6. Notices of Temporary Prohibition of Through Traffic had been received, relevant for any applications for street parties during the forthcoming Royal Wedding and Big Lunch.
7. The Clerk had distributed a revision of the Standing Orders and Code of Conduct and it was proposed by Cllr Pilbeam and seconded by Cllr Nellis with all in favour that these be approved and adopted.

## **8. Village Hall update**

A report was received from Cllr Fynn, a full copy of which is available from the Clerk. Work on the new roof is well underway but an unexpected requirement to install additional insulation had not been included in the grant so it was proposed by Cllr Nellis and seconded by Cllr Perring with all in agreement that the sum of £952.50 be paid from Parish Council funds.

## **9. Open Spaces**

- a) Cllr Pilbeam gave a report on the War Memorial improvement plans explaining that this work would benefit from additional funding from within the village being offered to the project. It was proposed by Cllr Pilbeam and seconded by Cllr Fynn with all in favour, to accept the lowest quotation received (£1225.80 +VAT) and to initiate the work. **ACTION: BP**
- b) Cllr Perring agreed to speak to the resident whose hedge is alongside the notice board opposite the school to see if the hedge could be cut back as it currently encroached the path. **ACTION: LP**

- c) Cllr Pitcher reported that he had obtained a quotation for fencing around the Bennett End paddock and it was agreed to hold this information pending further discussion with the Parish Council following the forthcoming elections.
- d) It was reported that the grit bin in the 'gravel pit' lay-by on Bowers Lane was now upright thanks to the efforts of Lew Perring.
- e) Flytipping around the village had been noticeable in recent weeks and the Clerk reported that having contacted Wycombe District Council they had cleared the rubbish on Bowers Lane by the end of the same day. Cllrs were aware that a local resident on Bowers Lane frequently cleared light rubbish from the area voluntarily and that this action was much appreciated.
- f) The Sprigs Holly Lane allotments will be open on Garden Sunday from 1030-1230pm and tenants had been notified of the timings and encouraged to be in attendance. Cllrs Pitcher and Pilbeam would endeavour to be in attendance also. **ACTION: RP/BP**
- g) It was reported by Cllr Perring that the drainage pipe at Cross-Lane Pond at the bottom of Bowers Lane appeared to be blocked and agreed to ask Highways for assistance in clearing this. **ACTION: LP**

#### **10. Risk Management.**

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

#### **11. To receive Reports from Councillors on meetings that they have attended.**

The Chairman reported that she and Cllr Perring had attended a very worthwhile training on Common Land given by representatives of the Open Spaces Society that had been organised by BALC. The Clerk had attended a meeting of Parish Clerks, a seminar on planning and had attended a further planning meeting at WDC offices.

#### **12. To note Forthcoming Meetings and Attendees.**

Final arrangements for the forthcoming Annual Parish Meeting on Wednesday 27<sup>th</sup> April were discussed and agreed.

**13. Date of Next Meeting:** It was noted that the next Ordinary Meeting of the Parish Council would be preceded by the Annual Meeting of the Parish Council on Wednesday 11<sup>th</sup> May 2011 8pm when the new Council would be in post.

The Clerk thanked all existing Cllrs for their support during their time in office. As a Parish Council it was decided to make a particular note of thanks to Cllr Gardner who is retiring from office after nearly 35 years as a councillor including that of Chairman. Cllr Fynn asked that thanks from Cllrs to the Clerk be recorded also.

The meeting closed at 21:25 hours.

**PUBLIC SESSION** – (10 minutes in total) – Members of the public were given a further opportunity to raise any matters of concern. Both attendees thanked the present councillors for their work following difficult times. It was thought that the credibility of the Parish Council had been restored.

**Chairman's Signature:**

**Date:**