

## PARISH OF RADNAGE

### MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 14<sup>th</sup> APRIL 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 A Gardner, Councillors: Ms E Fynn, Ms C Nellis, Mr L Perring, Mr W Pilbeam, Mr R Pitcher and Parish Clerk: Mrs G MacKenzie.

IN ATTENDANCE: Mrs Carole Burslem (BCC) and 5 members of the public.

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

Apologies for absence had been received from Cllr M Blakstad. The Chairman welcomed members of the public and Mrs Carole Burslem, Area Co-ordinator Bucks County Council.

#### 2. Declarations of Interest

- a. The Clerk offered an explanation for both general and financial declarations of interest which will be sent to all Councillors for information.
- b. 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. Nothing was declared.

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

Cllr Fynn pointed out that at para 4c line 3, the number of remaining windows in the small hall which needed to be replaced are 2 and not 4. With this amendment, it was proposed by Cllr Gardner, seconded by Cllr Fynn that the minutes of the Ordinary Meeting of the Parish Council dated 10 March 2010 be signed as a true and accurate record. All agreed and Cllr Gardner signed and dated the minutes.

#### 4. Matters Arising from the Previous Minutes

- a. Wards Pond and Tree Work. Cllrs Perring and Pilbeam have visited the site to assess and identify what tree work is required. There was a suggestion that all the trees should be pollarded however, it was thought that this would not prove cost effective so major pruning was the preferred option at this time. The Clerk had provided Cllr Perring with a local contact for obtaining a quotation for the work involved.
- b. Village Hall Fence. The new fence had been installed however, the fluorescent 'Village Hall' sign was in a poor condition and Cllr Perring volunteered to make a new sign. He had already approached someone willing to do the artwork at a cost to the Parish Council of a donation to the Thames Valley and Chiltern Air Ambulance Trust. All agreed that the sign should be replaced in similar style as before and Cllr Gardner asked what amount of donation was expected. It was thought that the previous sign had cost in the region of £20 approximately 5 years ago and after a brief discussion it was agreed that Cllr Perring would investigate the usual cost of this type of work and advise the Parish Council at the next meeting. **ACTION: LP**
- c. Arrangements for the Open Meeting. Following advice from Cllr Fynn on the availability of the Village Hall, the Open Meeting date was agreed as Friday 14<sup>th</sup> May 2010 at 8.00pm in the Village Hall. Cllr Fynn has agreed to produce a display and it was agreed that each Councillor shall give a

brief report on their area of responsibility. It was suggested that Cllr Blakstad should be the first to speak and then 'manage' the format of the evening. **ACTION: ALL**

- d. Projector for the Village Hall. As requested at the last meeting, the Clerk had prepared some information and costs for consideration. Cllr Fynn thanked the Clerk for the work she had put into this investigation. It was suggested that before a decision could be made about purchasing this piece of equipment that the Council should seek further technical advice from members of the parish. [The meeting was interrupted briefly to allow Mr Ian Brown to comment on the World Cup event he is proposing for June this year and the potential financial benefit this could have on the fundraising initiatives]. It was commented that the security and control of such an item of equipment would need to be addressed, including the option of fixing the projector to the ceiling with minor electrical work involved, enabling the remote control feature to be fully utilised. There was some concern shown that the event proposed by Mr Brown may require a performing rights licence. It was decided that Cllr Perring approach Mr Fawell to ask his advice on the equipment being proposed, and that the decision to purchase should be deferred until more information has been gathered and further investigation made. The Clerk was asked to ensure that this item was included in the Agenda for the next meeting. **ACTION: LP, Clerk**
- e. Further improvements to the Village Hall. Cllr Fynn advised that the replacement windows and work to the kitchen was making good progress. A full report on the Village Hall was to be given later in the meeting and would include proposals for further improvements.

## **5. Planning.**

- a. Progress on applications already considered was noted:  
10/05400/TPO St Marys Church, Church Lane, Pollard 1 Chestnut tree and crown reduce 1 Chestnut tree. Comments required by 7<sup>th</sup> April 2010. No objections from Parish Council.  
10/05533/AGI Barnfield Farm Sprigs Holly Lane, Extensions to existing agricultural barn for use as grain store. Comments required by 9<sup>th</sup> April 2010. No objections from Parish Council.  
10/05471/1/FUL Town End Farm, Horseshoe Road, Conversion of part of existing machinery store creating a 2-bed dwelling and retention of part use as barn. Comment required by 14<sup>th</sup> April 2010. No objection from Parish Council.
- b. New applications to be considered:  
SH/10/05540/FUL Andridge Old Barn, Sprigs Holly Lane, Householder application for construction of single storey side wind lobby, alterations to fenestration and associated external alterations. Comments required by 23 April 2010. No objections from Parish Council.

## **6. Finance**

- a. RFO Report. Bank Balances and Financial Report. The Clerk advised that as at 9<sup>th</sup> March 2010 the savings account balance stood at £10,025.88 representing interest of 38p since the last statement and as at 31<sup>st</sup> March 2010, the current account balance was £9,233.08. 2 cheques had yet to be presented on the account and would make the balance £9,033.08.  
The Clerk advised that anticipated bank transfer from WDC for £530 (Cllr Marshall grant) was included in this figure which was made possible by the active support from Cllr Watson. The Clerk advised that she had thanked Cllr Watson informally for his assistance and all agreed that a formal letter thanking Cllr Watson for his help in this should be sent by the Clerk. **ACTION: Clerk**

The Clerk advised that the system for the payment of invoices for work being carried out at the Village Hall was now in place and working well and requested that when possible, all invoices for payment should be with the clerk, together with the funds to cover the costs, by not less than 10



Cllr Fynn then invited Mr Ian Brown to give an update on the kitchen project. Ian Brown advised that the kitchen project was progressing well and gave the following report:

Work completed:

- Built partition wall,
- plastered and painted the external face,
- removed the toilets,
- first fitting for the electrics and plumbing,
- clad the interior walls,
- skimmed the floor prior to the floor covering being laid,
- removed unused ceiling vents and old light fittings,
- skimmed and painted the ceiling,
- sorted out the drainage and filled the floor,
- ordered all the appliances and kitchen units,
- ordered the dishwasher (which is being funded by WI) and
- ordered a water softener.

Expenditure to date was £12,873 plus VAT.

Outstanding work to be completed and timetable for completion:

- Lay the floor covering. 11<sup>th</sup> April ,
- Run the new 3 phase supply and install the new distribution board.
- Second fix the electrics W/C 19<sup>th</sup> April,
- Install cookers and cooker hoods W/C 19<sup>th</sup> April,
- Second fix plumbing and drainage W/C 19<sup>th</sup> April,
- Take delivery of kitchen and sink units 23<sup>rd</sup> April,
- Install new windows 23<sup>rd</sup> April,
- Install sinks and units W/C 26<sup>th</sup> April

Budgeted additional expenditure is £7,000 plus VAT to complete the kitchen.

It is hoped that the kitchen will be completed by the 30<sup>th</sup> April.

The fundraising account stands at: Deposit account £3149.90, Current Account £3,983 Total £7,132.90 – with added income of £1038.70 from RPC (see para 6 b above) and £1,000 expected from WI. A Dinner Dance event at the Lambert Arms with 84 people attending is being held and the total included their credit of £1,700. Therefore the fundraising account stands at £7471.60.

An application had been made to Veolia for a grant of £35,000. This is

- to replace the flat roof over the entrance with a tile clad pitched roof,
- to install a proper disabled ramp for the main entrance doors,
- to install radiant heating throughout the building,
- to install additional roof insulation throughout the whole building
- to install a storage facility for the tables and chairs
- to install a storage facility for user groups

The total value of the project is £45,000 and will require a contribution of £10,000 from the PC. Mr Brown advised that they have successfully passed stage one of the application process. In order to submit for stage two Mr Brown advised that it was necessary to apply for planning permission to replace the roof over the entrance hall and asked the Parish Council to agree to funding the planning application which was estimated to be no more than £300 (more likely to be around £100 - £200).

Cllr Gardner thanked the fundraising group for their active support and hard work in getting this project so far forward and it was Proposed by Cllr Fynn and Seconded by Cllr Nellis that the Parish Council fund the planning application. All agreed.

Ian Brown advised that if the application was successful then a result should be known by mid August this year.

The kitchen lighting was briefly discussed with a new lighting plan being available which detailed the vapour proof fluorescent lighting being proposed. The fundraising group were expecting to pay for the installation of the lighting and requested that the Parish Council fund the equipment which was costed at approximately £145 +VAT. It was Proposed by Cllr Fynn and Seconded by Cllr Nellis that the Parish Council pay for the lighting equipment. All agreed.

No decision took place on the provision of the £10,000 requested from the Parish Council.

## **9. Open Spaces**

a. Allotments. Cllr Pitcher reported that all allotment plots were in use and all tenants had recently been sent new tenancy agreements together with invoices for this year's rental. The Chapel Pasture grazing licence had now been released to Miss Sophie Morris following the completion of maintenance work to replace fence posts. The grass paddock at Bennett End rented by Tim Ashby had not yet been subject to a new tenancy agreement but following discussion, the Clerk was asked to issue an agreement to Mr Ashby. **ACTION: Clerk**

b. Play Area. Cllr Nellis reported that a new form had been devised and was now in use to record the regular inspections of the playground equipment. The new football posts were expected to arrive for installation very soon. Following discussion about the positioning of these posts and the safety of users of the surrounding area, it was suggested that Andy Bailey (ex Radnage Youth Group) be invited to give the Parish Council a presentation on the suggested positioning of the posts and that the decision of the site of the posts involve several of the Councillors. It was agreed that Cllr Perring discuss this proposal with Andy Bailey. **ACTION:LP**

c. Open Spaces –Cllrs Pilbeam reported that he continues to look into the concerns about the boundary of the War Memorial. **ACTION: WP**

Cllr Perring advised that the City Road road sign was in need of some maintenance. [Carole Burslem of BCC advised that she would ask the local area technician to take a look at this and report].

The dog bin that had been on the fence at the entrance to the Village Hall was badly corroded and in the longer term needs to be replaced albeit that some local repairs would enable it to be reused. Cllr Fynn advised that new plastic dog bins retailed at approximately £130 each and replacement of all bins should be considered in future budgeting.

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

Cllr Perring reported that he had attended a BALC Planning Workshop recently that had been well worth attending. The Clerk had attended a meeting of Parish Clerks which had included a visit to the Customer Call Centre at Wycombe District Council.

## **11. Forthcoming Meetings and Attendees.**

Cllrs Pilbeam and Pitcher agreed to attend the SW Chilterns and Marlow Local Area Forum scheduled for Thursday 27<sup>th</sup> April at Longburrow Hall, Stokenchurch at 7pm. **ACTION: WP, RP**

## **12. Any Other Business**

The Clerk advised of 3 items of correspondence that had been received in the last few days.

- The WI had arranged a litter pick in the village on Saturday 24<sup>th</sup> April starting at 1030 am and invited all to take part.
- All Councillors had been sent an email to advise that a committee has been set up to organise a fund raising event for Radnage School called the 'Radnage Rugged Run' which is due to take place on Sunday 21<sup>st</sup> November 2010. The organiser, Mr Andrew Holden was planning to attend the next Parish Council meeting to answer any questions that the Council may wish to address.
- A freelance historical researcher was seeking copyright permission to quote excerpts from a book by Charles Jackson about Radnage. The Clerk intends to seek advice from Ian Blaylock to see if he can assist with some background knowledge.

### **Date of Next Meeting**

The next Ordinary Meeting of the Parish Council is scheduled for Wednesday 12<sup>th</sup> May 2010 at 8pm in the Village Hall. The next Open Meeting will take place on Friday 14<sup>th</sup> May 2010.

The meeting closed at 21.50 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](mailto:clerk@radnageparishcouncil.org.uk)

16<sup>th</sup> April 2010

Chairman's Signature

Date: