

PARISH OF RADNAGE

MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL HELD AT 8 PM ON WEDNESDAY 8th SEPTEMBER 2010 IN RADNAGE VILLAGE HALL

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

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

1. Welcome and Apologies for Absence.

Apologies for absence had been received from Cllr Mr M Blakstad. The Chairman welcomed everyone to the meeting.

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. None were declared.

3. Acceptance of Minutes of the Last Meeting.

It was proposed by Cllr Nellis that the minutes of the previous meeting were a true and accurate record; this was seconded by Cllr Pitcher and all agreed. The Chairman signed and dated the minutes.

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

- a. Action Points from Last Meeting. Of the actions placed at the last meeting, 3 remained outstanding:
- (i) Cllr Fynn agreed to pursue the provision of a suitable 'A' sign warning visitors of the existence of the play area.
 - (ii) Cllr Nellis was pursuing the formation of the Playground Action Group.
 - (ii) The Clerk was still to provide an official document recording the hedgecutting agreement with Mr Turney.
- b. Update on Wards Pond. The Clerk provided an update advising that work to the area was almost complete. The pond has now been dug out and Cllr's Perring and Pilbeam have been laying turf donated by Mr Day which will cover some of the area surrounding the pond. Cllr Pilbeam requested authority to purchase some meadow mix grass seed or something similar to enable him to complete the task. All agreed that a maximum of £20 could be spent without further referral to the Parish Council. Cllr Pilbeam requested that anyone with small rooted holly that they did not want, pot it up and give to Cllr Pilbeam so that he can plant these to provide some further strategic hedging around the pond.

ACTION: BP

5. Planning.

Applications already decided were noted:

10/06692/FUL Andridge Old Barn, Sprigs Holly Lane. Change of use to cartilage of dwelling and fencing of boundaries. No objections from Parish Council.

10/06694/FUL Boundary Farm Sprigs Holly Lane Chinnor Oxfordshire OX39 4BY. Revised plan for erection of replacement stable block/tack & hay store. No objections from Parish Council.

10/06596/CLE Three Ways, Radnage Common Road. Certificate of Lawfulness for the continued use of a conservatory without complying with conditions. No objections from Parish Council.

10/06479/FUL Eton Lodge, Radnage Common Road. Demolition of existing field shelter and construction of single story detached garage. No objections from Parish Council.

10/06021/FUL Radnage Village Hall, Amended plans for construction of pitched roof extension over existing flat roof (as proposed by Radnage Parish Council). Application permitted by District Council.

10/06716/FUL Bella Vista, City Road. Construction of two storey side extension and construction of detached outbuilding comprising garaging, games room/domestic storage and swimming pool. No objections from Parish Council.

New applications considered were:

10/06873/FUL Two Hoots, Radnage Common Road. Construction of single storey rear extension, conversion of garage to living space, new front porch and construction of detached garage to the front. Whilst most of the this application met with no objection from the Parish Council there was some concern about the location of the new garage to the front of the property. The Clerk was asked to advise the District Council of this.

ACTION: Clerk

6. Finance.

a. The Clerk advised that as at 9 August 2010 the Deposit account stood at £10,027.99 which represented interest income of 84p during the previous 2 months. As at 31 August 2010 the current account stood at £7,625.40.

The Clerk had provided each Councillor with an update of the accounts as at end of August 2010 showing income and expenditure broken down under relevant headings and drew their attention to the areas where income and expenditure differs considerably from their estimated budget. Cllr Nellis pointed out that an example of this is with the Clerks expenses which although are not considered high, were not budgeted for any expenditure during the year.

b.

To note cheques approved for payment during August:

Cheque number 2208 J Ayre – War Memorial – donation towards expenses £25

Cheque number 2209 CPRE – annual subscription

Cheque number 2210 South Bucks Tree Surgeons - £1,460 + VAT

Cheque number 2211 Thames Water – 23 Apr-14 July (allts £16.76: VH£48.01)

Cheque number 2212 G Spratt – grass cutting contractor £760

Cheque number 2213 B J Turney – hedge-cutting contractor £200

Cheque number 2214 J Haywood – village hall cleaner 14 hours 6-29 July £112

Cheque number 2215 Print Shop – photocopying July £3.06+VAT

Cheque number 2216 Chubb Fire – VH assessment £77.90 +VAT

Cheque number 2217 Mazars External Audit fee £285 + VAT

Cheque number 2218 G MacKenzie – clerks salary and expenses July £432.97

Direct Debit Southern Electric – Village Hall £65.00

Direct Debit WDC – Village Hall £108

Direct Debit Sita UK Ltd – Village Hall Waste £ 109.10 + VAT

Cheques for approval:

Cheque number 2219 P Rolfe – VH lettings officer 8 weeks (July and Aug) £176

Cheque number 2220 G MacKenzie – clerks salary and expenses August £415.25

Cheque number 2221 J Haywood – VH cleaner August 20 hours £160

Direct Debit Southern Electric – Village Hall £65.00

Direct Debit WDC – Village Hall £108

Direct Debit Sita UK Ltd – Village Hall Waste £ 109.10 + VAT

7. Correspondence.

- a. Invitations. The Clerk advised that she had responded appropriately to various requests and would respond to the Chairman of Wycombe District Council accepting the invitation to attend a Civic Service in Princes Risborough on 26 September and would be attending on behalf of the Parish Council.
- b. Training Workshop. The Clerk advised Councillors of a NALC training workshop on 30 September and advised that she would like to attend. All agreed to this at a cost of £45 for the training fee. There were no other takers for this.
- c. Computer Backup. The Clerk advised that the Parish Council's web access provider had recommended some computer backup programmes which could help the security and retention of documents held on an individual computer and said that she would like to investigate this further as there may be some cost involved.
ACTION: Clerk
- d. Wycombe Community Stadium. The Clerk advised of forthcoming consultations on this project and distributed leaflets about how the public can be involved.
- e. Bucks Debate. The Clerk advised that the District Council is having to reduce its expenditure by a considerable amount and had given an opportunity for local people to submit comments and ideas. The details had been inserted in the September Contact magazine and were on the WDC website.

8. Village Hall Update

A report on the Village Hall was received from Cllr Fynn.

In the two months since the last report, the hall has been used for the usual regular bookings, several parties and a wedding.

A work party cleared out the store to the left of the stage and reorganised the contents to make more room for storage. We then cleared the small hall, and clean, stripped and resealed the floor in there. Much of the paintwork was washed down. The new fire doors have had automatic closers fitted; they now need painting and kick strips fitted to the lower part of the doors.

The annual fire inspection was carried out by Chubb Fire on 29 July and a report received detailing replacement and additional fire equipment needed to bring both halls and the new kitchen up to standard. The quotation comes to £882.

New Kitchen Project: apart from installing two cooker hoods, the plumbing and electrical work has been completed. The kitchen was first used by professional caterers for the wedding at the beginning of September. Cllr Fynn advised that she intended to email the catering company requesting feedback.

ACTION: EF

Grant Application: Planning permission has been received from WDC but we have no further news on the grant application at present.

It was suggested that a variety of quotes be gained for the fire safety equipment required as highlighted in the report to see if we can get these more cheaply. Cllr Fynn agreed to pursue this further.

ACTION: EF

It was proposed by Cllr Fynn, seconded by Cllr Pitcher and agreed by all that the Village Hall should have its windows cleaned inside and out twice a year. The clerk had provided a quotation from a local window cleaner and would now contact him to make the necessary arrangements.

ACTION: Clerk

Cllr Fynn advised that discussions were taking place to consider the taking of deposits for hirers of the Hall and to make the appropriate handover arrangements and to provide instructions for appliances. In addition it

would be necessary to review the cleaner's duties and times of work along with the provision of appropriate cleaner materials. There was also the need to consider employing a caretaker in the future. It was agreed by all that these ideas could be discussed at a forthcoming Councillors 'brainstorming' session due to take place on 29 September.

A small leak in the roof which originated from an old water tank had been rectified by draining the tank. Thanks were given to Cllr Perring for sorting this out so quickly. It was noted that a proper loft ladder needed to be installed and Cllr Perring agreed to get some prices to present to the Parish Council.

ACTION:LP

9. Grass Cutting and Hedgecutting.

Cllr Perring expressed concern about the potential damage from hedge clippings left on the roadside following the twice annual cut. After some discussion, it was suggested that the use of a blower to ensure clippings are cleared into the hedgerow could be of use. The Clerk was asked to liaise with the current contractor to see if this was a feasible and realistic request and what cost implications this might have.

ACTION:Clerk

The Clerk advised that it would soon be time to re-tender for the grass cutting contract for the next two years. She provided Councillors with a copy of the existing contract and asked that they review the requirements set out within and let her know if they are happy for the same conditions to be included in the tender document.

ACTION: All Cllrs

Cllr Pilbeam advised that he had been approached by a representative of the Parish Church to ask if it would be possible to include the churchyard in a joint grasscutting arrangement. Cllr Pilbeam was asked to seek a request to this effect in writing direct to the Parish Clerk.

ACTION: BP

10. Open Spaces

a. Cllr Pitcher reported that all was well with the allotments. He suggested that the entire Bennett End Allotment site be discussed to consider future options for these allotments.

ACTION: All Cllrs

Cllr Fynn advised that she had recently shown a group of local gardeners around the Chapel Allotments site and that they were most complimentary and impressed with what they saw. They were also surprised with the low rental costs set by the Parish Council.

b. Cllr Nellis advised that the playground had been well used during the school summer holidays. Cllr Nellis provided the clerk with the record of regular inspections of the equipment.

c. Cllr Perring advised that he was making progress with the manufacture of a new notice board to replace the one at Sprigs Holly Lane.

d. Cllr Pilbeam reported that the sum of £850 was being held locally which was to be used to renovate the lettering on the War Memorial. This money had been raised when ex-Cllr Horace Hook was on the Parish Council. It was suggested that the lettering was in need of refurbishment and Cllrs Pilbeam and Perring agreed to contact local stonemasons to seek quotes for the work to be undertaken.

ACTION: Cllrs BP and LP

The Clerk agreed to look into any legal aspects that might be extant covering the renovation of existing War Memorials.

ACTION: Clerk

11. Risk Management.

A review of the Risk Register and the September and Quarterly requirements was undertaken. The Clerk suggested that this new procedure would take a little time to get used to, but it was intended to be useful to ensure that our responsibilities were complied with, and with the minimum of fuss or paperwork.

12. Meetings Attended.

Cllr Gardner advised that he had attended the latest WDALC meeting and reported that Mr Chris Borg was new in post as the Policy and Re-development Manager.

13. Forthcoming Meetings and Attendees.

Forthcoming meetings included the SRCAF, a WDALC Briefing and a Chilterns AONB Planning Conference. Cllr Perring agreed to attend the Planning Conference and it was suggested that the Clerk attend the WDALC Briefing if she was available on that weekend.

ACTION: LP and Clerk

14. Any Other Business – as previously notified to the Chairman.

Cllr Pilbeam asked if a map of the village created by local resident Alan Ashby, depicting charity land and other items of historical interest, could be displayed on the wall in the Village Hall. It was agreed by all that a paper copy (not laminated) could be placed in a glass frame and hung on the wall on a temporary basis. If sufficient interest was shown in the document, it might be possible to produce good quality copies which could be offered for sale.

ACTION: Cllrs BP and

EF

15. Date of Next Meeting

The next ordinary meeting of the Parish Council is scheduled for Wednesday 13th October 2010 at 8pm in the Village Hall.

The meeting closed at 9.20 pm. And a further public session was opened.

G MACKENZIE

Clerk to the Parish Council

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