

PARISH OF RADNAGE

MINUTES OF AN ORDINARY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 9th FEBRUARY 2011 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Vice Chairman Ms E Fynn (in the Chair), 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 Chairman Cllr Mr M Blakstad who was away on business. The Chairman opened the meeting with words of welcome. There were 6 members of the public present for all or part of the meeting.

MEETING CLOSED FOR PUBLIC SESSION

Resident Mr P Smith asked if the Parish Council were aware of the action that was being taken regarding Adverse Possession of the plot of land adjacent to his property to which the Chairman advised that the matter of registering common land within the village was being carried out on behalf of the PC and that an update was included as an Agenda item. Mr Ian Brown provided an update on the planned improvements to the Village Hall advising on the progress of the grant and the planning requirements, and that a local builder had been appointed. His full report is available on request from the Clerk. He stated that internal walls would remain and that redecoration was not included. He further advised that he would provide some internal plans for the Parish Council's attention. Grazing Licence holders Miss C and Miss K Smith asked if the water supply close to City Road allotments could be turned on.

MEETING REOPENED

2. Declarations of any personal or prejudicial interests. None were declared.

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

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

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

There were no matters reported on that were not included in the Agenda.

5. To consider planning applications received.

- a) 11/05021/FUL Silver Birches, 6 Green Lane. Householder application for construction of 1 x side dormer window, juliet balcony to rear and rear conservatory. No objection from Parish Council.
- b) 10/05127/FUL Threeways, Radnage Common Road. Householder application for replacement of flat roof dormers with new dormers on the south-west and north east elevations in lieu of removal of conservatory. Whilst the loss of the conservatory was seen as a sign of improvement to this property, the Parish Council had no objection to this application provided it did not contravene the guidelines of GB6 – extensions to dwellings in the Green Belt.
- c) 11/05140/FUL The Old Hay Barn, Green End Road. Householder application for insertion of 2 x rooflights in west facing roofslope, 2 x sunpipes in south facing roofslope, removal of window and insertion of doors in south facing elevation. The Parish Council has no objections.

6. Finance

a) The Clerk reported that as at 31 January the current account stood at £13,201.41 and the deposit account had a balance of £10,030.11 representing interest of 44p. The Clerk had produced a summary of income and expenditure against budget and no questions were raised.

b) As included in the budget, it was proposed by Cllr Pitcher and seconded by Cllr Gardner that a payment of £100 be granted to the Parish Church of St Mary's under Section 137 guidelines.

c) Payments for January 2011 were agreed and cheques signed:

Salaries and expenses for Village Hall lettings officer, Village Hall cleaner and Clerk £2125.74

Thames Water £122.93 (allots Green Lane: £30.79 Common Road £38.90, VHall £53.24)

Annual fee for Village Hall advert in Contact magazine £175

The Print Shop photocopying and ink cartridge £18.31

Southern Electric – Village Hall £65.00

Pace Fuelcare – Village Hall heating oil £510.39

Sita UK Ltd – Village Hall Waste £114.06 + VAT

d) and e) At a closed meeting of the Parish Council dated 12 Jan 2011 it was agreed to pay the clerk for overtime worked during 2010 and to pay the clerk the annual working from home allowance. In addition, it was agreed to reduce the Clerk's hours to 9 hours per week (which could be reviewed) and to increase her salary to the next recognised pay grade of SPC23.

f) To review the hours and salaries of other employed personnel.

This item was deferred to the next meeting and would be discussed at a closed meeting of the Parish Council.

7. To appoint an Internal Auditor for Fin Yr 2010/2011

The Clerk advised that Mr Christopher Gee has agreed to perform the internal audit for another 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 10/11. This was Proposed by Cllr Nellis and seconded by Cllr Gardner and agreed unanimously.

8. To review Action Plan.

As the year end approaches, Councillors reviewed the Action Plan items for this year and agreed the following action:

a) To obtain a quotation from the tree surgeons who completed the recent work around Wards Pond for the reduction in height of the holly trees surrounding the pond. Cllr Pilbeam is collecting small rooted holly plants to complete the hedging in this area and expressed his wish for continued work to improve ponds within the village. **ACTION: Clerk**

b) As a token of thanks from the Parish Council for his contribution to Council business in the past, it was agreed to ask Mr Ian Blaylock to pursue the purchase of a suitably sized copper beech tree to replace the original 'Radenac' tree which was planted in the Village Hall recreation area some years ago and had subsequently died. Mr Blaylock was to be asked to propose a suitable location within the recreation ground and provide a costing for this replacement. **ACTION: RP**

9. Correspondence

1. Consider request for inclusion of Allotments at Sprigs Holly Lane in Garden Sunday programme. The Parish Council were in favour of this idea and Cllr Pilbeam agreed to speak to the allotment holders prior to a final decision being made. **ACTION: WP**
2. The Queen Elizabeth II Fields Challenge - a project to mark HM The Queen's Diamond Jubilee.
3. Electoral Review of Buckinghamshire –proposals for a new pattern of divisions.
4. BCC Budget consultations – The meeting was closed whilst Mr Mike Chadwick (SRCAF) gave an update on matters affecting Stokenchurch and Radnage, particularly the implications of the County budget cuts, including library services and local bus services. Cllrs agreed to support the continued effort to fight these cost cutting proposals. The meeting reopened.
5. Chilterns Access Conference and latest newsletter.
6. Community Emergency Planning Day

7. Clerk's Matters – the Clerk advised that she had again involved Environmental Health officials at WDC in a bid to stop irresponsible dog owners from not 'picking up' after their animals when walking alongside or on public roads. A quotation from a company who will empty dog waste bins under contract had been received. The Clerk was asked to place a notice on the village notice board near the school, reminding dog owners that double bagged dog waste can be deposited in normal waste bins around the village.

ACTION: Clerk

A verbal request for permission to site a seat in the recreation area had been received by the Clerk and was deferred to item 11c.

10. Village Hall update - A report was received from Cllr Elizabeth Fynn, a copy of which is available from the Clerk. An update on the next hall improvements advised that the planning regulations needed to be submitted at a cost of £596.11. As the new roof will include replacing soffits and guttering, Cllr Fynn proposed that the Parish Council should offer to pay for this from their own hall repairs and maintenance budget. This proposal was seconded by Cllr Nellis and agreed by all. The Clerk was asked to raise a cheque for the planning regulations payable to Wycombe District Council.

ACTION: Clerk

11. Open Spaces

a. Allotments. Cllr Pitcher recommended that the Bennett End allotment site be considered with a view to gaining additional rental for the field – possibly through the terms of a grazing licence. All agreed that this was a good proposal and that this should be first discussed with current allotment tenants.

ACTION: Clerk and RP

Recent water bills for the allotment areas at Chapel Allotments and City Allotments appeared extraordinarily high and the supply had been turned off in case of leakage. It was agreed that this supply should now be turned back on to enable the City allotment grazing licence holders easy access to water for their horses. However, a check of meter readings in these areas was to be carried out so that a comparison with the estimated bill could be carried out. Cllrs Pitcher and Pilbeam agreed to access and check the meter readings and suggested that in future, they check the meter reading against any estimated bills received.

ACTION: RP and WP

Current allotment fees are one of the cheapest in our area and following discussion Cllr Pitcher proposed that allotment rents be increased to £15 for a full plot and £8 per half plot. This was seconded by Cllr Perring and agreed by all.

ACTION: Clerk

b. Play Area. Cllr Nellis reported that feedback from villagers suggested that due to various fundraising initiatives around the village there was little interest in additional fundraising for the children's playground. Following discussion it was agreed that Cllr Nellis prepare an article for Contact magazine advertising for volunteers to organise a playground action group (PAG) to raise funds to replace old equipment.

ACTION: CN

c. Open Spaces.

i. War Memorial. Cllr Pilbeam reported that he continued to pursue quotes for the work of refurbishing the lettering on the War Memorial. He proposed that the Parish Council applied to have the War Memorial registered as a Listed Building, as encouraged by the War Memorial Trust. As no cost was involved in this venture and no drawbacks were foreseen, all agreed to this action being pursued by Cllr Pilbeam.

ACTION: WP

ii. Notice Boards. Nothing to report.

iii. Bus Shelters. Nothing to report.

iv. A verbal request to site a seat in the recreation area had been received in memory of recently deceased local residents. The Clerk advised that she had requested that the family put this request in writing.

12. To receive a progress report on the Registration of Common Land.

The Clerk advised that on behalf of the Parish Council Mr Blaylock was continuing to pursue their intention to formally register all Common Land in the village with the Land Registry – to safeguard the land for the general benefit of the village. Mr Blaylock had provided the Parish Council with an update advising that the Land Registry had sent letters to owners of properties directly adjoining the areas of Common Land involved telling them of the Parish Council’s application to formally register title. He had reported that he had been obliged to complete three Statutory Declarations in respect of the pieces of land still requiring registration and that some people had telephoned him to seek assurance of the Parish Council’s intentions. He had also been approached by Mr J Stone, a resident of an adjoining property to the land referred to as Chapel Pond where the area of the previously registered original old pond, did not exactly match the area of land currently being claimed by the Parish Council due to the fact that the original registration only included the pond itself and not the small area of the former banks. The Parish Council is therefore classed as being in ‘adverse possession’ of the small areas involved.

The Clerk also advised of an emailed letter that had been received 2 days prior to this meeting from Mr and Mrs Smith of Stratford House, also a property adjoining the area known as Chapel Pond. The Clerk advised that she had sent an email to confirm receipt of the email. The Chairman proposed, seconded by Cllr Gardner and agreed by all present, that the Clerk should ask Mr Blaylock to seek legal guidance on the recommended response to this letter.

ACTION: Clerk

13. Risk Management.

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

14. To receive Reports from Councillors on meetings that they have attended.

No meetings were reported to have been attended however, the Clerk reported that the recent training on Agendas and Minutes had been worthwhile and Cllrs would see small changes in their documents to reflect best practice.

15. Forthcoming Meetings and Attendees.

Cllr Gardner agreed to represent the Parish Council at the meeting of the WDALC on Tuesday 15th March. The Clerk would be attending the next Parish and Town Clerks meeting on Thursday 17th March. The Planning Seminar had been postponed from 15th February to 10th March and Cllrs Blakstad and Perring planned to attend.

16. Date of Next Meeting: Wednesday 9th March 2011.

The meeting closed at 2140 hours.

PUBLIC SESSION Members of the public were given a further opportunity to raise any matters of concern. Local resident Mr Wheeler suggested the Parish Council nominates one person to report potholes in future and that an approach be made to BCC suggesting that verge cleaning down Hatch Lane be carried out less frequently, to be replaced by local volunteers. He had also noted additional access points to the fields alongside Muds Bank.

Chairman’s Signature:

Date: