

PARISH OF RADNAGE

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 9th NOVEMBER 2011 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Vice Chairman Ms Elizabeth Fynn (in the Chair), Mr Martin Blakstad, Mrs Sue Jones, Mr Lew Perring, Mr Roy Pitcher, Mr Tim Tordoff and Clerk Mrs Gill MacKenzie.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting, in particular District Cllr John Gibbs. Apologies for absence had been received from Cllr Fawell (away on holiday). One other member of the public was in attendance.

2. Declarations of any personal or prejudicial interests and return of any outstanding formal declarations.

No declarations of personal or prejudicial interests in the agenda items were made.

3. Acceptance and signing of minutes of Meeting of the Parish Council held on 12th October 2011.

All agreed that the minutes of the previous meeting held on 12th October were a true record as proposed by Cllr Jones and seconded by Cllr Perring. The minutes were signed and dated by the Chairman.

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

Items outstanding were to be included in the agenda for this meeting. The Clerk reported all action on her had been completed and Cllr Perring agreed to pursue making contact with Mr Wells.

Items under Correspondence were then taken out of order to allow the member of the public, who had agreed to act as a signature witness to legal documents, to leave the meeting at his convenience.

5. Planning. To consider planning applications and report on decisions made.

11/07202/FUL Batt Hall Sprigs Holly Lane: Demolition of existing dwelling and erection of replacement dwelling
The Parish Council had no objection to this planning application. The Clerk was asked to comment appropriately.

ACTION: Clerk

The following decisions by WDC were noted:

Avalon Radnage Common Road Radnage Buckinghamshire HP14 4DD

Proposed non-material amendment to permission for Householder application for demolition of existing garage and rear extension. Construction of single storey side and rear extension to include repositioning of chimney.

Application Permitted

Barley Hollow, Bennett End Road, Radnage HP14 4EE Householder application for the erection of a timber clad garden shed. Application permitted.

Cllr's were interested to see details of the planning decisions made which might help them with future applications. The Clerk was asked to provide councillors with the planning officer's report in respect of Barley Hollow.

ACTION: Clerk

6. Finance

a) The Clerk reported that as at 31st October the current account had a balance of £27,893.45 and as at 9th October the deposit account had a balance of £10,033.43 representing interest of 43p. The Clerk advised that she was able to transfer money electronically between the current and deposit account with ease and Cllr's confirmed that they were happy that the Clerk continued to do this on behalf of the Parish Council. An internal transfer of £5,500 had been made prior to this meeting.

The Clerk advised that following investigation and discussion with other Clerks, she was unable to recommend any community/charity or business short term accounts that might provide a better rate of interest at the current time.

b) Payments for November 2011 were agreed and cheques signed by Cllr's Blakstad and Jones included salaries and expenses for October/November £588.91, fire precautions ££371.64, water and utilities £54.64, stationery and postage £16.58, and Direct Debits for waste removal and electrical services.

c) The purchase of an additional table storage trolley for the Village Hall was proposed by Cllr Jones, seconded by Cllr Perring and agreed by all for a sum of £184.

d) The Clerk reported that the budget summary provided no surprises and reminded Cllr's that they had ordered new Village Hall curtains and tracks, more replacement doors and windows and had allocated a sum of money for minor building works, totalling £7,000. The Clerk advised that the high expenditure for solicitors fees in regard to

the Common Land Project was likely to increase by another £1,000 - £1,200 (as advised by Assistant RFO Mr Blaylock, who is continuing his unpaid work in the completion of the Common Land project). Cllr's requested that a breakdown of solicitors fees in regard to the Common Land project would be useful in order to understand where the expense has been incurred.

ACTION: Clerk

It was suggested that identification of the Common Land around the village be articulated on the village website. Cllr Tordoff offered to assist with the provision of pie-charts and layout of this information once the project had been fully completed.

ACTION: TT

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

a) A letter had been received from a resident regarding a new scheme to provide Community First Responders within the village. Cllr's discussed the request for a donation to purchase equipment, and whilst they applauded the initiative and considered it a very worthy cause, felt unable to agree a donation at this stage. It was generally agreed that the Parish Council should at a later date, consider a policy for donating to charitable causes. The Clerk was asked to reply to the resident to advise of this decision.

ACTION: Clerk

b) The Clerk advised that a letter had been received from BCC offering some red, white and blue triangular bunting, free of charge, to support community celebrations over the Diamond Jubilee the following year. Additional bunting could also be purchased if required. It was agreed that the Clerk should respond taking advantage of the offer of free bunting for use around the Village Hall. The Clerk offered to act as broker for other community groups within the village.

ACTION: Clerk

c) A day prior to this meeting, the Parish Council had received the Common Land transfer document relating to the small area of Common Land at Chapel Pond being transferred to the owners of Stratford House, from their solicitors. On behalf of the Parish Council, the document was signed by two councillors and also by an independent witness.

d) The Deed of Easement in regard to 3 Rose Cottages (incorrectly stated as being 1 Rose Cottages in previous minutes) had also been received a day prior to this meeting, and with confirmation that the Deed contained clauses aimed at protecting the condition of the access path, the document was signed by two councillors, witnessed by an independent member of the public.

e) Advice had been received about a Scrutiny review of TfB Highways and Transportation Services. Cllr Blakstad agreed to investigate this further. The Clerk was asked to email the letter to him for information.

ACTION: Clerk

8. Village Hall update

Cllr Fynn provided a report on the Village Hall advising that one hirer had forfeited part of his deposit as the hall had not been left in a clean and tidy state suitable for the next hirer, a decision which other Cllr's fully supported. Cllr Fynn advised that the wording on the hall hire booking forms had been updated and new ones printed and that work was underway on wording for new signs in the hall and to give to hirers reminding them of their responsibilities. Following approval of the new hire rates for the village hall by the parish council in October 2011, individual letters advising of the increase from 1 December had been sent out to each of the regular hirers.

An official fire risk assessment had been carried out in October by Panache Fire Services at a cost of £300+VAT. The survey looked at how we manage fire safety in the village hall and provided a check list of tasks required in order to meet current regulations. On request, Cllr Fynn offered to provide anyone interested in viewing the report an electronic copy.

New UPVC windows and doors in the front wall of the building are expected on 24 November 2011 and an order of heating oil had been delivered which was hoped to see the Village Hall through to the New Year.

A Hall Advisory Group meeting was held on 19 October 2011. Minutes have been circulated to everyone at the meeting, all regular hirers, parish councillors and copies put on the notice boards.

A hall hire enquiry had been received from a second toddler group for 4-5 mornings a week which would be a good source of regular income for the hall. The hirer has asked for more storage space than can currently be offered. Options, including the siting of a wooden storage shed, were considered and as an interim solution it was intended to reorganise some of the current toddlers' storage space by disposing of the indoor bowls mat and finding a new home for the table tennis table which is not used and taking much needed space. All were asked to consider the best action to take in respect of finding increased storage and the Clerk was asked to place this item on the next PC meeting agenda.

ACTION: Clerk

Cllr's wanted assurance that when accepting new hirers, precedence would be given to village groups who provide a service to the community against commercial ventures.

Cllr Tordoff questioned the method of fuel provision, suggesting consideration be given to joining a group purchase and Cllr Fynn provided a comprehensive reply as this idea had been investigated within the past 2 years and was unfortunately found not to be a practical solution in terms of delivery flexibility or payment options.

Cllr Tordoff offered to undertake a price comparison exercise and account availability and asked that the Clerk send him a breakdown of last year's fuel costs and the number of deliveries made. **ACTION: TT/Clerk**

Cllr Jones reported that the new curtains and tracks had been delayed as the material was currently out of stock; however a delivery was expected by the end of the month and the contractor had assured a prompt service and fitting as soon as possible after this time. It was hoped that curtains would be in situ prior to Christmas.

Cllr Fynn reported that the current Lettings Officer no longer wishes to be a key holder for the Village Hall. All present agreed that it was not viable to have a Lettings Officer who had no access to the Hall and this decision would be conveyed to the Lettings Officer by Cllr Fynn within the next few days. **ACTION: EF**

It was considered that to enable access to the Hall to be more easily managed, it was agreed that 2 x code operated security key safes would be firmly installed on the entrance wall to the Village Hall and the sum of £150 was proposed by Cllr Fynn, seconded by Cllr Jones and agreed by all to purchase the safes. One safe is intended for access to keys by regular hirers, the other for ad-hoc hirers and would require more regular code changes. The Clerk confirmed that the insurance company had advised that they are satisfied with this solution so long as the building is secure when closed for use or left unattended and security devices properly fitted and put into full operation. Following some investigation into suitable safes, a suitable safe had already been identified.

All present agreed that it would be necessary to discuss the need for a paid role to manage lettings and general aspects of the Hall upkeep at a future meeting. It was agreed that an advert be placed in the village newsletter seeking expressions of interest from local people who would be interested in taking on all or part of this role. (Following the meeting, the Clerk and Cllr Jones offered to provide a suitable article in order to meet the deadline for the December copy of 'Contact')

9. Open Spaces.

a) Cllr Blakstad advised that he had entered into discussion with representatives of the PCC in order to come up with a combined guidance for the Churchyard and Burial Ground, both being consecrated ground. It was suspected that the existing Burial Ground guidance was sound albeit that it might not always have been adhered to, as it already complies with much of the advice available from the Church of England Oxford Diocese guidelines, however the subject was to be discussed further at the next PCC meeting (due to take place on 14 Nov) and it was hoped that a joint and consistent approach could be reached and up to date guidelines drafted. **ACTION: MB**

This information would then, once again, be sent out to all local funeral directors and memorial stonemasons.

b) A request for a memorial to Ellen Dodwell had been received which did not fall within the existing guidelines for the Burial Ground. The Clerk was asked to send an interim response to the stonemasons who were being commissioned to carry out the work. **ACTION: Clerk**

c) It was noted that the new Radenac Tree had been planted. The Clerk was asked to write to Ian Willsher to express the thanks of the Parish Council for his help in preparing the ground. It was agreed that a plaque to mark the Radenac Tree should be considered at the next meeting of the Parish Council. **ACTION: Clerk**

10. Risk Management.

A review of the October elements of the Risk Register was made and action recorded as appropriate. The Clerk requested that a Cllr be nominated to carry out a check on financial procedures and it was suggested that Cllr Fawell be asked, and if he was unavailable, Cllr Pitcher would be approached to do it again. **ACTION: Clerk**

11. Clerks Matters.

The Clerk had no further matters to bring to the attention of the Parish Council.

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

No meetings had been attended.

13. Forthcoming Meetings and Attendees.

Due to Village Hall availability, Parish Council meetings would continue to start at 8pm. The Clerk would ensure that the dates of meetings in 2012 were widely publicised. **ACTION: Clerk**

14. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council was confirmed for 14th December 2011.

The meeting closed at 2200 hours.

PUBLIC SESSION

A further public session was held. Mr McGill offered advice on what documents were available following a planning decision. Cllr Gibbs stated that he would be pleased to welcome Cllr's to the forthcoming planning workshop and offered to provide advice to the planning team at any time.

Cllr Gibbs advised that he would be attending the Remembrance event in Stokenchurch Parish this year but wished Radnage Cllr's to know that he intends to rotate his presence around his Ward in the forthcoming years.

At the request of Cllr Blakstad, Cllr Gibbs, in his role as Executive Officer of BALC, gave an overview on what BALC could do to benefit Radnage Parish Council.

Chairman's Signature:

Date: