

PARISH OF RADNAGE

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 12th OCTOBER AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr R Fawell, Vice-Chairman Ms E Fynn, Mrs S Jones, Mr L Perring, Mr R Pitcher and Clerk Mrs G MacKenzie.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting. Apologies for absence had been received from Cllr Blakstad (away on business) and Cllr Tordoff. Three members of the public were in attendance for parts of the meeting.

MEETING CLOSED FOR PUBLIC SESSION

Mr Andy Howden provided a brief report on plans for the Rugged Radnage 10K Run 2011 and then answered questions from councillors relating to road closures. Mrs Susie Roddick requested that the Parish Council consider a proposal to install Solar Photovoltaic system on the Village Hall roof and provided written details giving an outline proposal from her company Solarroof.

MEETING REOPENED

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

Cllrs Jones and Perring had personal interests in the financial item as expenses claims had been submitted relating to equipment purchased relating to Village Hall expenditure.

3. Acceptance and signing of minutes of Meeting of the Parish Council held on 14th September 2011.

All agreed that the minutes of the previous meeting held on 14th September were a true record and 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.

It was proposed by Cllr Fynn, seconded by Cllr Perring and agreed unanimously not to contest the election fee.

Item 9 was then taken out of order so that Mr Howden could leave the meeting at his convenience.

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

Barley Hollow Bennett End Road. - Householder application for the erection of a timber clad garden shed. The Parish Council had strongly objected to this application as the building looked capable of habitation and was considered to be over development of the site.

Neighbours Green End Road - Householder application for the construction of a new detached garage and new entrance gate. The Parish Council had no objection to this application. The Clerk was asked to obtain official guidance on gates, walls and fences within the Chilterns AONB and Green Belt land. **ACTION: Clerk**

Four Acres Lodge Green End Road - Certificate of proposed lawfulness for alterations to rear fenestration, insertion 2 x velux rooflights and 1 x light tube. No comment required from Parish Council.

6. Finance

a) The Clerk reported that as at 9th September the deposit account had a balance of £10,033.43p which represented interest of 43p and as at 31st September the current account had a balance of £31,435.61. This high balance was due to the second half of the staged precept payment having been deposited. The Clerk had provided an up to date budget summary, urging cllrs to note the progress of income and expenditure at the mid-year point. No questions were raised. The Clerk had sought advice from BALC on investments and had received guidance which she would now investigate further. In basic terms, only short-term savings accounts were suitable.

b) Payments for October 2011 were agreed and cheques signed by Cllrs Fynn and Pitcher. Salaries and expenses for September/October (incl Tax and NI for Aug/Sep/OCT) £982.47. Stonemason work £1225.80 excl VAT, WDC for election expenses £722.24 and purchase of Radenac Tree £240 excl VAT in addition to the usual Direct Debits for electricity and waste.

c) It was proposed by Cllr Fynn, seconded by Cllr Jones with all in favour, that a laminator be purchased for use primarily in the preparation of semi-permanent Village Hall notices. The sum of £49.19 was agreed.

7. Correspondence.

- a) The PC had received notification that the Radenac tree was due to be delivered on 27th October.
- b) The Green Lane Residents Association had submitted a request to site 2 x winter salt/grit bins on Parish Council land; i.e. one by the entrance to the Village Hall on Green Lane (entrance nearest to No2 Green Lane) and one just inside the gate at City Allotments. It was also noted that the GLRA also intend to place an additional bin in the gap in the fence of the Old People's Bungalows. It was proposed by Cllr Fawell and seconded by Cllr Jones with all in favour to agree to the two relevant grit bin positions. The Clerk was to advise the acting Chairman of the GLRA of this decision. **ACTION: Clerk**
- c) Information on the Queen's Diamond Jubilee Beacons had been received and the Clerk provided the Chairman with the brochure for consideration at a future meeting.
- d) The Clerk provided an update from the Stokenchurch community and would publish this information on the village website. **ACTION: Clerk**
- e) A request had been received from Joe Wells seeking permission to cut holly from Parish owned hedgerows for commercial gain at no cost to the PC. This was not favoured by cllrs and it was decided that Cllr Perring would investigate further and advise Mr Wells of their decision. **ACTION: LP**

8. Village Hall update

- a) Cllrs had been previously provided with suggested revised Hire Rates. These were based on a 20% increase, necessary following 6 years without review or increase, and because of increased costs in utilities. The new rates were much simpler to follow. It was proposed by Cllr Fynn, seconded by Cllr Perring and agreed by all that the new rates be adopted with effect from 1 November 2011. A letter explaining this decision to all regular users would be drafted by Cllr Fynn, who would also provide contact details for all regular hirers, for printing and distribution by the Clerk. **ACTION: EF**
- It was suggested that Village Hall Hire Rates would be reviewed annually in future with an aim to increase rates every 2 years. The Clerk suggested included this review in the PC Action Plan. **ACTION: Clerk**
- b) A proposal to use a number coded security box to house hirers' keys was considered. No decision was made but Cllr Fawell agreed to investigate suitable key boxes and the Clerk was tasked with checking if these arrangements would be permitted by the PC Insurance provider. **ACTION: RF/Clerk**
- e) Cllr Fynn provided an update on various works being undertaken at the Village Hall. She advised that measurements for new curtains throughout had been taken, including the installation of a bronze curtain track above the mosaic in the main hall, and costs would be slightly more than previously agreed (£3600 + VAT). It was proposed by Cllr Fynn, seconded by Cllr Perring and agreed by all that an amount of £4,000 exclusive of VAT be authorised for the purchase of the curtains and track. **ACTION: EF/SJ**
- f) Cllr Perring advised that the windows and doors at the building end were to be coloured white which would fit in with the other doors and windows in the Hall. Sufficient monies had already been approved for this work which would now be ordered. **ACTION: LP**
- g) Cllr Fynn advised that the Village Hall Fire Inspection was due to be carried out on Thursday 13th October.
- h) Cllr Perring agreed to pursue the installation of an attenuator within the roof space of the Hall and would seek costs to enable this work to be carried out. **ACTION: LP**

9. Open Spaces.

- a) The proposal to consider revised Burial Ground guidelines was deferred until Cllr Blakstad had had an opportunity to draft a revision for cllrs consideration.
- b) It was decided to seek Cllr Tordoff's involvement in the setting up a voluntary group to clear Cross Lane Pond, once he had provided feedback from the Chilterns Conservation Board.
- c) The Clerk had forwarded an update on the Common Land Project as provided by Mr Blaylock. It was reported that all Common Land with the exception of the Chapel Pond site was now registered to the Parish Council. The Deed of Agreement with residents of Stratford House had been accepted by both parties and the Agreement submitted for signing by 2 members of the Parish Council. Chairman Cllr Fawell and Vice-Chairman Cllr Fynn signed this document, independently witnessed by a member of the public. A statement concerning procedural decisions from Cllr Tordoff was read and dismissed by the Chairman as this had been conducted and completed at previous PC meetings.
- d) The Clerk had circulated an email prior to the meeting to explain the position of new property owners adjoining common land as mortgage lenders now seek evidence of a formal 'Deed of Easement' from the owner of the common land – which is now the PC. Following advice from our solicitors, it was suggested that a Deed of

Easement be provided to purchasers of property affected, to acknowledge a legal 'Right of Way' over the Common which already exists by way of the prescriptive rights already established. This is likely to occur again should any other of the properties adjacent to the common be sold in the future. On the condition that the Deed of Easement would safeguard the PC against damage to Common Land due to access, it was proposed by Cllr Perring and seconded by Cllr Fawell with all in agreement of a Deed of Easement being signed in respect of Mr P Seabrook's impending purchase of 1 Rose Cottage, Radnage Common Road on the understanding that Mr Seabrook shall pay all legal costs involved. The Clerk would obtain signatures of cllrs, on receipt of the Deed. **ACTION: Clerk**

e) Cllr Fynn reported that persons unknown were cutting back trees around the recreation field alongside the Village Hall and leaving the cut brushwood in the hedgerows which subsequently had to be cleared. All were asked to try and find out who was clearing and tidying before any additional work was found to be done. Cllr Jones agreed to provide a laminated sign asking the person responsible not to do any more work and to contact a member of the Parish Council. **ACTION: SJ**

10. Risk Management.

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

11. Clerks Matters.

The Clerk advised that items of general interest were being posted on the village website www.radnage.net.

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

Cllr Jones had attended the latest Local Area Forum (LAF) meeting which included information on the County Council Budget Consultation and workshops intended to refresh local priorities e.g. retention of public transport services, leisure for youth, village hall maintenance and upgrading and access to funding. The Clerk advised that the Budget Consultation information had been received and had been placed on the village website.

13. Forthcoming Meetings and Attendees.

Dates for Parish Council meetings and working group meetings for 2012 were agreed. A revised start time of 1930 hours was agreed for meetings of the Parish Council with effect from 1st January 2012 and would be reviewed. The Clerk agreed to circulate and publish these dates. **ACTION: Clerk**

14. Date of Next Meeting: Ordinary Meeting of the Parish Council 9th November 2011.

The meeting closed at 2210 hours.

PUBLIC SESSION

A further public session was held. Kay Brown spoke on behalf of the Winter Lunch Club requesting that the large fridge in the kitchen either be kept on or switched on 24 hours prior to hire as it took several hours to become useable. She also sought clarification on recycling and rubbish disposal. It was also requested that paper towels be provided in the kitchen for hand washing. It was thought possible that the dispenser in the gent's toilets could be resited for this purpose.

G MACKENZIE

Clerk to the Parish Council

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