

PARISH OF RADNAGE

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 14th SEPTEMBER AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr R Fawell, Vice-Chairman Ms E Fynn, Mr M Blakstad (from Item 6b), Mr L Perring, Mr R Pitcher, Mr T Tordoff, 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 Jones (on holiday). Cllr Blakstad was en-route from a business trip. No members of the public were in attendance.

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

Cllr Fynn had a personal interest in the financial item as expenses were due to be paid to her relating to Village Hall expenditure.

3. Acceptance and signing of minutes of Meeting of the Parish Council held 27th July 2011.

The Chairman proposed, seconded by Cllr Tordoff and all agreed that the minutes of the meeting held on 27th July be accepted as a true record and the minutes were signed and dated by the Chairman.

4. Report on progress on items in the previous minutes

There were no items outstanding or not included in the agenda for this meeting.

5. Planning.

No planning applications were outstanding at this time. The Parish Council had offered no objection to a planning application in respect of:

- 11/06829/FUL Home Farm City Road Radnage Buckinghamshire HP14 4DW
- Householder application for the demolition of the existing two storey garden room and erection of a replacement garden room with basement and construction of two storey front/side extension

Decisions made by WDC on existing applications were noted for the following:

- 11/06242/FUL Application Permitted 2 Green Lane Radnage Buckinghamshire HP14 4DN
Householder application for conversion of extended roof space and alterations including insertion of rear dormer and enlarged front dormer combined with construction of single storey rear extension and raising existing roof height.
- 11/06328/CLP Grant Certificate of Proposed Use Bella Vista City Road Radnage Buckinghamshire HP14 4DW
The construction of a single storey rear extension and replacement of window with double doors.
- 11/06372/FUL Application Permitted Barnfield Bowers Lane Radnage Buckinghamshire HP14 4DT
Demolition of existing dwelling and outbuildings & erection of a two storey 5-bed dwelling, detached double garage/store with store room in roofspace & detached pool house
- 11/06034/FUL Appeal Dismissed Three Ways, Radnage Common Road, Radnage
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

Cllr Tordoff advised that concerns had been raised with him over the use of the land adjacent to Muds Bank. The Clerk explained that as this land was part of the parish of Stokenchurch, Radnage Parish Council were not sent any requests for comment on any planning issues related to this land. Discussion followed and it was decided to ask the Clerk to write to Stokenchurch Parish Council requesting that they kindly advise us when comments on planning are requested of them concerning this land and Pophleys, to enable Radnage Parish Council to offer comment as there was clearly an interest to both parties.

ACTION: Clerk

6. Finance

a) The Clerk reported that as at 9th June the deposit account had a balance of £10,033.00 representing interest of 44p and the current account had a balance of £23,161.29 which remained high due to receipt of monies relating to the Village Hall project fund. The Clerk advised that the External Audit report from Mazars was favourable with no remedial action required. The Clerk had provided everyone with a budget summary and no questions were raised. The Clerk also advised that the invoice for election expenses (amount as yet unknown) was due to be presented for payment.

It was suggested that the interest received on the Business Account should be addressed and that a better return should be sought. The Clerk was tasked with approaching BALC for advice on this. **ACTION: Clerk**

It was further suggested that the proportionate cost of the recent election should be challenged. It was considered that although it was known that a cost would be incurred when the parish election was known to be contested; not knowing the amount was an unacceptable situation.

b) Cheques presented for payment were approved and signed by Cllrs Perring and Pitcher.

Salaries and expenses for July, August and September: £1203.66

Tax (under new PAYE) due as at 05 July £272.80

Village Hall equipment and supplies £931.32 (one cheque to be held pending additional detail from the purchaser, as had been requested by Cllr Fynn)

Print Shop: £49.46

External Audit: £285 + VAT

Hedge and Grass contractors G Spratt and B J Turney £1077

7. Correspondence.

a) It was noted that thanks had been received from the family of Edna and Arthur Atkins following the installation of the memorial bench on the recreational field.

b) An update on the Common Land project regarding Chapel Pond had been received from Ian Blaylock:

Following the Parish Council's decision to accept the legal settlement suggested by Reynolds Parry Jones (RPJ) a number of discussions had taken place between RPJ and the solicitors of the residents of Stratford House. A draft contract was produced by the residents' solicitors which had been vetted by RPJ. A number of amendments were proposed by RPJ to include such things as maintenance of the fence erected by the residents. It is understood that the residents solicitors have accepted the amendments and that the final contract document is now being drawn up. It should therefore be ready for approval /signature at the October Parish Council meeting. It is expected that the contract will record the agreement for Radnage Parish Council to transfer on to the residents of Stratford House that part of the land now enclosed by the fence erected by them. Once completed, it will allow the registration of the entire area of 'Chapel Pond' to be made in favour of Radnage Parish Council.

c) A question had been raised regarding a small piece of Common Land adjacent to Cabbage Hall Farm. The Clerk was asked to confirm the name and address of the complainant and to check the electoral register. **ACTION: Clerk**

d) The clerk advised that details of the Minerals and Waste Core Strategy have been published. It was agreed that the basic information be entered onto the village website so that anyone interested could follow the internet link for further details. **ACTION: Clerk**

e) It was noted that the Chilterns AONB Conservation Board statement on development had not been adopted by WDC. It was agreed that this information should also be entered on our website to enable those interested to find out more. **ACTION: Clerk**

f) A request for financial support had been received from the Chilterns Conservation Board. Following discussion, Cllr Tordoff agreed to take a look at the recently received literature and make recommendations to a future meeting of the Parish Council. It was also suggested that an invitation should be extended to the CCB asking them to attend a Parish Meeting to advise what they could offer the Parish. The Clerk was asked to pursue this. **ACTION: TT/Clerk**

g) The organisers of the Rugged Radnage 10K Run 2011 had contacted the Parish Council to advise of the plans for this event and offered to attend the next meeting to provide information. It was agreed that the Clerk accept this offer and invite Andy Howden to attend the October PC meeting. **ACTION: Clerk**

h) A letter had been received from 2 ladies thinking of starting their own business in the local area and as a courtesy have written asking if the PC have any objections to them advertising in the village. The Parish Council were pleased to have been approached and the Clerk was asked to thank them for their courtesy and advise that the PC had no objection. **ACTION: Clerk**

i) The Clerk read out a letter which reminded Parish Councils of the BCC policy on the provision and restocking of salt bins. After some discussion centred on the number of salt/grit bins in the village, it was agreed that Cllr Jones be asked to raise the issue of gritting our roads when she attends the next meeting of the LAF. **ACTION: SJ**
The Clerk was also asked to write to BCC to raise awareness of the concerns and to seek additional support which a small rural village such as Radnage encounters during snow and icy weather. **ACTION: Clerk**

8. Village Hall update

Cllr Fynn read a report advising that although August had been a quiet month for bookings, it had proved a busy time for the Village Hall team. As previously requested, a quote had been received for maintenance free UPVC windows and doors to the back of the cleaners and playgroup storage areas. Following discussion, it was proposed

by Cllr Tordoff and seconded by Cllr Fawell that approval for expenditure of up to £2,000 be granted for replacing these items with the maintenance free UPVC option, at the discretion of councillors who are part of the Village Hall team.

ACTION: EF/SJ/LP

a) The provision of new curtains was discussed alongside consideration for noise reduction work. Cllr Fawell was provided information on acoustic panels following his recent visit to the Lacey Green Village Hall. It was also noted that installation of a noise attenuator (as offered by S Watts) was also still an option. After much consideration, it was agreed that curtains were required at the windows (and to cover the mosaic when required) and would be the first step towards improving the hall and its noise reduction. It was proposed by Cllr Fawell and seconded by Cllr Fynn that curtains be purchased and that following their installation further noise reduction options be considered. All agreed and expenditure up to £3,600 excluding VAT was approved (which was to include new curtain tracks and installation).

ACTION: EF/SJ

b) Cllr Fynn recommended that a full Fire Inspection be carried out with the aim to achieve a Certificate of Conformity for the Village Hall. All agreed that this was required and should be included in future risk schedules (including the requirement for PAT testing of electrical items). It was proposed by Cllr Fynn, seconded by Cllr Blakstad that up to £400 be authorised for this work to be carried out. All were in agreement.

ACTION:EF

c) Cllr Fynn presented proposals for revised Hire Rates, explaining that it had been last done 5 years ago. She recommended that they be reviewed and increased every 2 years in future to prevent huge increments. It was agreed that the proposed rates be discussed at October PC meeting and Cllr Fynn offered to explain any queries from councillors during the preceding month. The Clerk was asked to include this item on the next agenda.

ACTION: Clerk

d) It was agreed to defer the discussion concerning the security arrangements for the Hirer's keys to the next meeting.

ACTION: Clerk

e) It was proposed by Cllr Fynn, seconded by Cllr Fawell and agreed by all to approve expenditure for small outstanding works to no more than £1,000 at the discretion of the Village Hall team.

ACTION: EF/SJ/LP

9. Open Spaces .

a) It was noted that Ian Blaylock had placed a provisional order on a medium sized copper beech tree to replace the original Radenac tree, at a cost of £240 + VAT and that delivery was anticipated late September. The decision and expenditure was approved by all.

b) Cllr Blakstad encouraged all to consider a review of the current Burial Ground guidelines. It was noted that several examples existed within the burial ground where the existing guidelines were being ignored. Discussion followed considering if guidelines were necessary at all. It was subsequently agreed that guidelines were necessary and Cllr Blakstad agreed to review the content and draft a revision for consideration. It was thought that once the revised version was available, the Clerk should make a renewed effort to distribute them to church representatives and funeral directors.

c) Cllr Fawell reported that Cross Lane Pond was becoming rather overgrown. A quotation from a local contractor who would be able to carry out the work had been obtained at £522 +VAT. This was considered to be a task for a voluntary group and it was decided to defer this item to the next meeting.

ACTION:Clerk

d) The RoSPA Playground report had been received and Cllr Perring advised that he would be making repairs where necessary. He also noted a deep rut in the ground along the hedge side within the play area and would be making enquiries to ensure this trip hazard was filled in.

ACTION:LP

10. Risk Management.

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

11. Clerks Matters.

Following some discussion(including comments provided by Cllr Jones to the Chairman prior to the meeting), it was proposed by Cllr Fawell, seconded by Cllr Pitcher and agreed by all that to make the application of the PAYE system easier and to avoid the cost of employers National Insurance contributions whenever possible, that the terms of employment for the Clerk with effect from 6th April 2011 would be:

- Working hours to 10 hours per week
- Payment of Clerk on 12 payments per annum – averaged out per month.
- Payment of Clerks Salary mid month- e.g. Half in arrears and half advance.
- Change to the Clerks fuel allowance.

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

No meetings had been attended requiring feedback.

13. Forthcoming Meetings and Attendees.

Cllr Fynn offered to host a working group meeting of Parish Councillors on Tuesday 25th October at 1930 hours to review and discuss both the Action Plan and the Risk Schedule.

14. Date of Next Meeting: Ordinary Meeting of the Parish Council 12th October 2011.

G MACKENZIE

Clerk to the Parish Council

Email: clerk@radnageparishcouncil.org.uk

Chairman's signature:

Date: