

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 11TH APRIL 2012 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robin Fawell, Vice-Chairman Ms Elizabeth Fynn, Mrs Sue Jones, Mr Lew Perring, Mr Roy Pitcher and Clerk Mrs Gill MacKenzie.

1. Welcome and Apologies for Absence.

The Chairman welcomed councillors to the meeting. Apologies for absence had been received from Cllr Mr Martin Blakstad (away on business). No members of the public were present.

2. Declarations of any personal or prejudicial interests.

No declarations of personal or prejudicial interests in the agenda were made other than cheques for expenses due.

3. Acceptance and signing of minutes of Meeting of the Parish Council held on 14th March 2012.

With an additional note made to record the agreement to purchase and install a TV aerial within the roof of the Village Hall at a cost of no more than £130, it was proposed by Cllr Fawell, seconded by Cllr Perring with all in favour that the minutes of the previous meeting be accepted as a true and accurate record. The Chairman signed and dated the minutes.

4. Report on progress on items in the previous minutes not otherwise included in this agenda.

The Clerk reported that the date of the public meeting at the school to discuss the proposed changes had been agreed for Tuesday 1st May at 7pm in the school hall. The Chairman encouraged as many councillors as possible to attend.

ACTION: All

5. Planning.

The Parish Council had received a request for councillors to comment on a pre-planning application in respect of 2 Whitethorn Cottage. It was agreed by all that the Parish Council should not be drawn into offering comment on pre-planning applications as it was not within their remit, would prejudice any further comment on the final planning application, and they had no authority or power in the final decision making process in planning issues.

6. Finance

- a) The Clerk gave a comprehensive financial report starting with an overview and then split into several aspects in order for the annual return to be agreed and completed. The Clerk reported that as at 31 March the current account stood at £2,021.77 with several cheques yet to be encashed. As at 9th March the deposit account stood at £21,566.96 representing interest of 86p – this sum being the amount held in reserve for dedicated funds for village hall, war memorial and playground. The budget summary had been distributed prior to the meeting and there was a brief discussion about the year-end content.
- b) Following the distribution of papers supporting the Annual Accounts to councillors, it was proposed by Cllr Fawell, seconded by Cllr Pitcher with all in agreement that the Annual Accounts for Fin Year 2011-2012 be approved. In accordance with earlier agreement, the accounts were now being produced in a Receipts and Payments format.
- c) The Annual Governance statement was distributed and following a review of each statement, it was proposed by Cllr Pitcher, seconded by Cllr Perring and with all in favour that this be approved.
- d) The Annual Audit Return was reviewed and it was proposed by Cllr Jones, seconded by Cllr Perring and with all in favour that this be approved.
- e) Payments for March/April 2012 were agreed and cheques approved and signed by Cllrs Jones and Fynn. Salaries and expenses £868.93, subscriptions £116.22, services and supplies £131.36, Village Hall

returns £68, waste and electric supplies increases were noted, including a one-off payment to Southern Electric of £165.55 for outstanding fees.

7. Correspondence

a) A local resident had sent emails drawing attention to a couple of signposts within the village which he felt were significantly misleading. He had included correspondence he had received from the relevant Traffic Engineer at Bucks County Council. There was brief discussion on the subject with councillors commenting that Radnage is a sprawling village with different areas within. With the Traffic Engineers comments in mind, it was decided that this matter would not be pursued further.

b) Details of a Royal Garden Party being held in Henley as part of the Jubilee celebrations had been received and the Clerk agreed to place the information on the village website as the timescale for applications was short.

ACTION: Clerk

c) The annual subscription for Wycombe District Association of Local Councils (WDALC) had been received and the increase to £10 per annum was noted. It was agreed that the Parish Council would not nominate specific representation at WDALC meetings and that the Clerk would continue to act as a point of contact for correspondence.

ACTION: Clerk

d) Cllr Perring reported that following an inspection of the water supply to City Allotments by Thames Water representatives, a leak had been found which needed to be repaired as a matter of urgency and the repair reported back to Thames Water. Cllr Perring had replaced that leaking tap straight away and the Clerk was tasked with responding to Thames Water.

ACTION: Clerk

8. Village Hall update

a) Cllrs Fynn and Jones provided an update on the Village Hall. Cllr Fynn confirmed her intention to step down as Village Hall Manager handing over to Cllr Jones at the end of this report. A Village Hall Action Group meeting is due to be held on Wednesday 18th April. At this time, Cllr Fynn intended to resign as the Chairman of this committee. She advised that she and another resident were to offer their services, possibly as joint secretaries, for the new Chairman.

It was reported that PAT testing on all the static and portable electrical appliances in the hall by Seaward Electronic Ltd had been carried out with each appliance being marked with a sticker and a list of the test results was held in the Village Hall File held by the Hall Manager. Patio door locks have been keyed alike and one key now opens both halves of each of the four French doors. Thanks to Cllr Perring and Mr Val Jones who had assisted with the practical aspects of this task. A scale plan of the hall showing fire exits and fire extinguishers had been placed on the notice board.

Thanks to the efforts of Jane Wass, the sale of the unwanted indoor bowls on eBay had resulted in a cheque for £66.03. The TV aerial had been installed within the loft space over the boiler room which would enable the special concert for the Diamond Jubilee on the Beacon Lighting night to be shown.

An order for new Booking forms had been placed which will allow for multiple bookings for regular hirers and contains a clause to emphasize that the hall does not have a liquor license. If the planned event wishes to sell alcohol, each application for a TEN to Wycombe Council will need to be authorized by the Parish Council.

Radnage Scouts had requested help with the cost of booking the hall for a public display to commemorate 50 years of Radnage Scouting. Regrettably, it was decided that the Parish Council could not assist with a grant for this event.

ACTION: SJ

The need for extractors in the kitchen had become urgent. It was possible to purchase an extractor to match the one removed from the old kitchen at a cost of approx. £250. It was suggested that this would be the most cost effective way to solve the problem. Cllr Perring agreed to install these and the cost of extra trunking, fixtures and fittings was expected to be less than £50. It was proposed by Cllr Jones,

seconded by Cllr Fynn and agreed by all that a maximum of £350 from Village Hall project funds be allocated to allow this work to be completed.

ACTION: SJ/LP

Further works and improvements for the hall were considered and the following were agreed by all:

- Proposed by Cllr Fawell, seconded by Cllr Fynn that professional oven cleaning be carried out at a cost of £130 (village hall cleaning and materials budget). **ACTION: SJ**
- Proposed by Cllr Jones, seconded by Cllr Fawell that a duplicate premises licence be obtained from WDC at a cost of £10.50. **ACTION: SJ**
- The purchase of a radio controlled clock for the kitchen was proposed by Cllr Fynn and seconded by Cllr Pitcher at a cost of £16 (to be funded from money donated from Rita Jarvis). **ACTION: EF**
Cllr Fynn agreed to provide the Clerk with details of expenditure that should be also be attributed to the donation made by Rita. **ACTION: EF**

Funding for work on soffits and guttering (estimated as £1740), the purchase of various mops and other cleaning materials (full list with quotes), and the replacement of windows in the bar and store area (estimated at a cost of £708) were deferred to the next meeting. **ACTION: SJ**

b) Cllr Fawell reported on his investigations into the fire detection work and made some recommendations. It was agreed that Cllr Perring would obtain quotations for the installation of equipment from qualified electricians currently in business. It was agreed that work would not be carried out until a response from John Hornsey had been received regarding his review of the insurance implications of the work being suggested. Cllr Fawell agreed to produce detailed plans of his recommended system and to refine the costings for a decision at the next meeting. **ACTION: LP/RF**

c) Cllr Fawell reported that he continues to investigate the regulations regarding the issue of a Performing Rights Society licence. Cllr Jones agreed to check with other village hall managers to enquire what arrangements they have. **ACTION: RF/SJ**

9. Open Spaces.

a) Cllr Pitcher advised that there he had received an enquiry from a resident about the issue of a grazing licence for the paddock at Bennett End allotments site. If this were to be pursued, it was considered likely that there would need to be some negotiation with the current allotment tenant to install suitable access. As the potential licence holder was understood to want to graze pigs in the paddock, the Clerk was asked to look into the regulations about the keeping of pigs on allotment land. **ACTION: Clerk**

b) Cllr Perring advised that an unfortunate error had resulted in the name on the sign for the Radenac tree being mis-spelt and he requested that a replacement sign be purchased. A further request had been received seeking the Parish Council's agreement to erect a sign at the Millennium Oak. It was proposed by Cllr Fawell and seconded by Cllr Pitcher with all in agreement that both signs be erected, and that the reference to Ian Blaylock remains on the sign for the Radenac Tree, as had been previously agreed. **ACTION: LP**

c) Cllr Perring had obtained a local quotation of £83 to replace the 8 rotten posts surrounding the area of City Allotments which is the responsibility of the Parish Council. It was proposed by Cllr Perring, seconded by Cllr Pitcher with all in favour that the fence be replaced and repaired. **ACTION: RP**

d) The Clerk reported that the majority of annual fees from allotment holders had been received and that the new tenant for plot 6 of Chapel Allotments had been issued a tenancy agreement for completion. There is now just one local resident on the waiting list (for Chapel Allotments) and the only plot available is rather overgrown. Cllr Pitcher would relay this to the resident to see if they wished to undertake the work to clear the site. **ACTION: RP**

e) Cllr Fynn reported that the vehicle turning area at the bottom of Common Road was developing into an eyesore as local residents are using it to dump garden waste. Cllr Fynn offered to arrange for clearance of the area to be carried out by volunteers on the understanding that as Parish Council owned land, further fly-tipping would be actively discouraged. This was agreed by all and Cllr Fynn was thanked for her interest in keeping this area tidy.

ACTION: EF

10. Risk Management.

As time was at a premium, it was agreed that Cllrs would review the March elements of the risk register outside of the meeting, recording action as appropriate.

11. Clerks Matters.

The Clerk had nothing further to report.

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

The Clerk had attended an accounts and finance training which had proved interesting and informative.

13. Forthcoming Meetings and Attendees.

No additional meetings to those already notified.

14. Date of Next Meeting: Cllrs were reminded that the next meeting of the Parish Council was due to be held on Wednesday 9th May following the Annual Meeting of the Parish Council, starting at 7.30pm.

The Annual Parish Meeting had been scheduled for Wednesday 16th May at 8pm and all Cllrs asked to produce their reports to be presented at this meeting. The Clerk advised that she had invited Mr Blaylock to give his final report on the Common Land Project at this meeting. The Clerk agreed to make arrangements for refreshments to be available at this meeting.

ACTION: All

There was no public session at the end of this meeting.

The meeting closed at 2300 hours.

Chairman's Signature:

Date: