

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 8<sup>TH</sup> FEBRUARY 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 everyone to the meeting, including 2 representatives from the Dodwell family. Apologies for absence were received from Cllrs Blakstad and Tordoff (away on business). Apologies had also been received from District Councillor Michelle Neudecker.

### **MEETING CLOSED FOR PUBLIC SESSION**

There were no comments raised by members of the public present.

### **MEETING REOPENED**

### **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 11<sup>th</sup> January 2012.**

It was proposed by Cllr Pitcher and 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. Acceptance and signing of minutes of a Confidential meeting of the Parish Council held on 11<sup>th</sup> January 2012.**

It was proposed by Cllr Jones and seconded by Cllr Fawell with all in favour that the minutes of the confidential meeting held on 11<sup>th</sup> January 2012 be accepted as a true and accurate record. The Chairman signed and dated the minutes.

### **5. Report on progress on items in the previous minutes not otherwise included in this agenda.**

There were no items outstanding from the previous minutes not included in the reports to be made under the agenda items at this meeting.

### **6. Planning.** To consider planning applications and report on decisions made.

There were no planning applications outstanding.

### **7. Correspondence.** This item is taken out of order at the Chairman's discretion as a courtesy to the Dodwell family representatives.

a) A revised request for a memorial in memory of the late Ellen Dodwell had been received from the stonemasons. As this request fully complied with the decision taken at the Parish Council meeting on 11<sup>th</sup> January 2012, it was proposed by Cllr Fawell, seconded by Cllr Pitcher with all in favour that this application be supported. The Clerk advised that advice had been received from the Oxford Diocesan office together with the faculty request form. It was considered appropriate for the Clerk to forward the form to the stonemasons as they were acting as the families' representatives in this matter. The Clerk was thanked for her offer of assistance in the compilation of the form if this could be helpful.

**ACTION: Clerk**

b) The Clerk advised that 2 invitations had been received from the Chairman of Wycombe District Council for a Civic Reception and a Civic Service. Due to other commitments, no-one was available to attend. The Clerk was asked to respond to the invitations accordingly.

**ACTION: Clerk**

c) A letter of complaint about a van parked on the grass verge outside the property 'The Shieling' on Green End Road for several months had been received, asking the Parish Council to intervene and assist with its removal. The Clerk advised that following investigation, Bucks County Council advised that they had no jurisdiction over this and Thames Valley Police also advised that as the vehicle is not on the highway and not abandoned they also had no jurisdiction to enforce its removal.

d) The Clerk advised that a verbal complaint had been received from a resident at Bennett End, about the bollards and reflectors installed alongside the wall at Bennett End Farm. Following advice from the District Council, the Clerk had advised the resident that the best way forward was for them to complete a Planning Enforcement Request form (freely available on the website) which would act as a request for investigation by the Planning Office who would report their findings back to the complainant whilst retaining their anonymity.

e) A request to include Chapel Allotments in the Garden Sunday programme was declined by the Parish Council. The Clerk was asked to relay this decision back to the committee.

**ACTION: Clerk**

## **8. Finance**

a) The Clerk reported that as at 31 January 2012, the current account stood at £10,758.54 and at 9<sup>th</sup> January the deposit account had a balance of £21,555.18 representing interest of 92p. The budget summary as at 31<sup>st</sup> January had been circulated prior to the meeting and there were no questions raised.

b) The payments for January 2012 were agreed by all present and cheques signed by Cllrs Perring and Pitcher. Salaries and expenses totalled £109.69, utilities £92.67, publications and postage 26.48, cleaning supplies £128.45, table trolley £220.98 and the new village hall curtains and tracks £4,725.55. Subs, waste and electric direct debits were also noted.

c) It was agreed by all present to consider any payments of grants under Section 137 of LGA 1972 to the next meeting.

**ACTION: Clerk**

## **9. Review of Councillors areas of responsibility and duties.**

Cllr Fynn advised that she wishes to step down as Village Hall Manager with effect from 19<sup>th</sup> April 2012 following the next meeting of the Village Hall Action Group. It was suggested that this role is too large for just one councillor to undertake, even when supported by a deputy. It was agreed that self-contained projects that required an element of research would be undertaken by other councillors and other volunteers co-opted to assist. Cllr Jones was nominated to take over from Cllr Fynn. Cllr Jones accepted responsibility for this role as at 19<sup>th</sup> April 2012 for a period of one year before review.

**ACTION: EF/SJ**

Cllr Fynn passed the investigatory work into the fire detection work to Cllr Fawell who agreed to lead on this vital project.

**ACTION: RF**

It was proposed that the recreation ground be considered as part of the Open Spaces remit rather than a responsibility the Village Hall Manager, and Cllr Pitcher agreed to take this on.

**ACTION: RP**

Cllr Perring agreed to obtain quotes and timescales for fitting both the noise attenuator and a purpose built to fit cooker hood.

**ACTION: LP**

## **10. Village Hall update**

a) Cllr Fynn advised that a successful meeting of the Village Hall Action Group had been held in January and that the next meeting was scheduled for April. Cllr Jones reported that the curtains and tracks were now installed however; some remedial work was required which the contractor was due to complete before 10<sup>th</sup> February. The new Lettings and Maintenance Co-ordinator had been appointed and Mrs Vicky Reed had begun her role on 1<sup>st</sup> February, with a handover from Pam and John Rolfe having taken place the previous week. Village Hall keys were now almost sorted and gate keys issued and signed for by regular users. A task to 'suite' the patio door keys was proposed at a cost of £10 for each of the seven locks affected. It was proposed by Cllr Jones, seconded by Cllr Fynn with all in favour that this work should go ahead.

**ACTION: SJ**

b) Two quotes had been obtained the fire detection work. As this was seen as a major project, Cllr Fawell volunteered to investigate this further with an aim to complete this vital work as soon as possible.

**ACTION: RF**

c) Cllr Fynn advised that in the past, certain events using the village hall had been granted free hire and proposed that a revised, clear policy was now required. After some discussion, it was proposed by Cllr Jones, seconded by Cllr Fawell with all in favour that as a policy only the Christmas Carol Service and the Remembrance Service would automatically have hall hire charges waived. Other users may, should they wish, to appeal to the Parish Council for individual occasions.

**ACTION: EF**

A request to use the hall free of charge for HM The Queen's Diamond Jubilee celebrations being organised by the church was not accepted however, the Parish Council agreed to pay the hall fees on this special, one off occasion using a grant under Section 137 of LGA 1972.

**ACTION: Clerk**

It was agreed by all that the use of the village hall by the organisers of Garden Sunday would not be free of hire fees.

**ACTION: EF**

d) The Chairman had undertaken some investigation into licensing policies and gave a presentation on alcohol licencing legislation as it affected the village hall. His investigations determined that the hall has a premises licence but not an alcohol licence to sell alcohol under any 'umbrella' arrangements. He explained that a Temporary Event Notice (TEN) could be purchased on application by individual hirers however; a limit of 12 per annum could mean that some large events would be prohibited from being granted a licence. It was suggested that the village hall hire agreement form would include clarification of hirers wish to seek a TEN so that the Parish Council could make a decision. It was pointed out that this might still result in a large hire being unable to use the hall for their intended purpose. Cllr Fawell advised that an alternative route would be for the Parish Council to apply for an alcohol

premises licence which could be run by a dedicated person or a small group of persons acting on behalf of the Parish Council which he suggested could be used for events organised and run for and on behalf of the village residents. He also recommended that wherever possible, it would be easier to adopt a Bring Your Own policy which would not require licencing.

After discussion, it was proposed by Cllr Fawell, seconded by Cllr Fynn with all in favour that an application for a premises alcohol licence would be made with the intention of a dedicated person or persons being responsible for this.

**ACTION: RF**

Cllr Fawell agreed to defer discussion on Performing Rights Society and Public Performance Licence to the next meeting.

**ACTION: RF**

#### **11. Open Spaces.**

a) The Clerk advised that new grazing licences for the Paddocks at City Allotments had been prepared and signed by the tenants and passed copies to the Chairman and Vice Chairman for signature.

b) An invitation to open Chapel Allotments for Garden Sunday had been received and was declined 'to give tenants a rest from the responsibility'. The Clerk was asked to respond to the committee.

**ACTION: Clerk**

c) Dog fouling on the recreation field had become a problem to the football teams using the field and it was decided that new 'local' signage should be placed around the field and on the corner of the village hall to remind dog owners of their responsibilities. Cllr Pitcher agreed to place the signs once they had been laminated –which Cllr Jones volunteered to do.

**ACTION: RP**

The Clerk agreed to put another item into Contact Magazine to remind dog owners of their responsibility.

**ACTION: Clerk**

#### **12. Risk Management.**

A review of the February elements of the risk register was made and action recorded as appropriate.

#### **13. Clerks Matters.**

The Clerk had no further matters to bring to councillors attention.

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

The Clerk reported that she had attended a workshop on Commons and The Law which had been a useful networking opportunity but was limited in its relevance due to the large number of attendees and the breadth of knowledge and experience they brought with them.

Cllr Jones had attended a meeting of the fundraising group and reported that they felt a lack of support and requested that a list of items and priorities for fundraising efforts was required from the Parish Council. Cllr Jones offered to ensure that this was done. The group were also looking for a brand name and would welcome suggestions. It was agreed that it was necessary to provide details of amounts raised and how they were being spent. They also suggested that a 'target' in pictorial form might prove useful.

**ACTION: SJ**

Cllr Perring suggested that further insulation was needed in the Village Hall and following discussion, Cllr Fawell agreed to see if any grants could be made available for this.

**ACTION: RF**

In addition Cllr Fawell agreed to be responsible for co-ordinating all grant applications (to assist the fundraisers) and Cllr Jones agreed to discuss this with the fundraising group and seek their views on this proposal. **ACTION: SJ**

#### **15. Forthcoming Meetings and Attendees.**

The Clerk advised that she had signed up for an Accounts and Finance training workshop in March. Cllr Fawell was interested in attending a Community Building Forum in March.

#### **16. Date of Next Meeting:** Ordinary Meeting of the Parish Council 14th March 2012.

The meeting closed at 2250 hours.

**PUBLIC SESSION** There was no further session as no members of the public were present.

Chairman's Signature:

Date: