

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 13th APRIL 2016 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Ms Elizabeth Fynn, Vice-Chairman Mrs Sue Jones, Ms Tamsin Addison, Mr Robert Nikiel, Mr Lew Perring and Clerk Mrs Gill MacKenzie.

1. Welcome and Apologies for Absence.

Apologies had been received from District Councillor Shade Adoh, Cllr Helen Orchard and Cllr Frank Coggrave. The Chairman welcomed everyone to the meeting.

No members of the public were present so the meeting was not closed for a public session.

2. To receive any disclosure of pecuniary interests by Members relating to items on the agenda.

Cllr Addison declared an interest in item 6 on this agenda where she would not be eligible to vote.

3. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 9th March 2016.

With a small amendment at item 8a to read 'Mr Seabrook' not Seagrove - it was proposed by Cllr Jones, seconded by Cllr Addison with all in favour that the minutes of the meeting held on 9th March 2016 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 of the Ordinary Meeting of the Parish Council not otherwise included in this agenda.

- Cllrs considered the question asked about what emergency communications were in place in the event of a major disaster occurring in the village and noted that the District Council has an emergency plan covering major incidents like flooding, flu pandemics and transport accidents.
- Cllrs considered if further action was viable to follow up the suggestion for more formalised twinning arrangements with the village of Radenac in France. As it was unknown if the earlier suggestion of asking the village school if they wished to lead on this initiative had been followed up, Cllr Addison offered to speak to the Headteacher. **ACTION: TA**

5. To provide an update on the procedure for Casual Vacancies.

The Clerk advised that despite receiving advice from BALC that the Casual Vacancies, which would arise following the resignations of Cllrs Fynn and Orchard, could be advertised in advance of their departure from council, this was subsequently not agreed by WDC. Despite emails providing copies of the vacancy notices and hard copies being sent in the post, WDC would not accept the current advertising and so the process was to be started again once the dates of the resignations had been reached. As a result, both councillors had agreed to submit their resignations with effect from 14th April and that the Casual Vacancies would once again be advertised by the Clerk at this date. **ACTION: Clerk**

6. Planning Applications.

- The Clerk reported that the case officer from the District Planning Office (dealing with the Bella Vista land) had advised that it was not a legal requirement for all planning applications to display a site notice. Certain applications, such as those in conservation areas or involving listed buildings, or for development of more than 10 houses, had to have a notice. For other applications, the Local Authority could choose either to notify immediately adjoining neighbours or put up a notice.

In this instance, as there are not any houses immediately adjacent to the site, (as identified by the red edge on the site plan) other than the applicant's own house, she had identified a need to put up a site notice. Unfortunately, due to other commitments, she had not yet made it out to this site to put the notice up, but would do so early the following week. She stated that when it had been posted it will give 3 weeks for comments. She also advised that this application had been advertised in the Public Notices in the Bucks Free Press.

- Radnage House Riding School: Variation of conditions 2 (plan numbers), 3 (materials) and 4 (surfacing materials) attached to PP 14/05147/FUL (Demolition of the existing indoor and outdoor riding arenas, 24 existing run down stables and mobile home and erection of a new indoor riding arena, 24 stables, 1 x 1 bed and 1 x 3 bed flats for grooms accommodation and an outdoor riding arena) to allow the alterations carried out retrospectively to be approved. This item was discussed and council agreed they had no objection to this variation of condition. A letter from 2 residents asked if planning permission had been necessary and given for the hardstanding that had been created in a field opposite to the Riding School. Whilst their enquiry was not objecting to the creation of this car park as it was considered beneficial for other road users, it was to ask for clarification of the planning requirements. The Clerk agreed to enter an appropriate comment on the WDC planning portal. **ACTION: Clerk**
- Bennett End Farm: Householder application for construction of extension to existing tractor shed. This application had been received with a deadline prior to the next meeting of the council and was therefore considered at this meeting. There was little discussion as councillors had no objection to this application.

7. Finance

a) The Clerk had provided the end of year budget summary and reported that at the end of March the Treasurers Account had a balance of £14,019.78 and the Business Account a balance of £21,029.35 which included interest of 84pence. There were no questions arising from the year end balances.

The draft budget summary document prepared by the Clerk for fin yr 2016-17 was circulated and no questions arose. The Clerk advised that there were reduced monthly payments to SSE Energy and a refund had been given for monies held in credit.

b) Payments for March 2016 were authorised and agreed by all. Cllrs Addison and Nikiel undertook the signing of cheques.

c) The Annual Accounts for Financial Year 2015 – 2016 were circulated and a brief overview given by the Clerk who explained that the final accounts with bank reconciliations would be presented to the Internal Auditor for confirmation of accuracy prior to councillors being asked to sign. **ACTION: All**

d) The Annual Governance Statement was circulated and all councillors asked to make themselves aware of the content. Councillors were advised that this statement would need to be completed after the Internal Audit had been completed and prior to the Chairman being asked to sign off the accounts. **ACTION: All**

8. Insurance

The Clerk advised that it was time to consider the renewal of the Parish Council Insurance Policy. She asked for agreement to approach Mr Hornsey for specialist advice; this was approved. **ACTION: Clerk**

9. Village Hall

A written report had been received from Cllr Orchard and advised that the hall was listed on www.hallshire.com in the hope that this may encourage additional bookings. An updated inventory had been produced and as a result it showed that the lack of teaspoons suggested that some more should be purchased. These had been ordered 60 at a total cost of £14.45.

Cllr Orchard was in the process of finalising work on an updated handover file/manual in both hard copy and electronic files on a memory stick. A recent enquiry from another organisation wanting to do football training for youngsters on the field had been received. This would be every Saturday morning (9.30 – 10.30am) and some Sundays (for matches) on the same basis as the current user (Mon and Thurs evenings).

Cllr Jones drew attention to the annual budget which showed a significant increase in VH income. It was agreed that the efforts and efficiency of the Bookings Clerk deserved the council's appreciation and thanks. Progress has been made with the snagging for the toilet refurbishment and the final payment would be withheld until this had been completed. Kent Murray had agreed to do the list of minor repairs which were due to be carried out in the next few weeks.

Councillors considered an option on future contract provision for annual and emergency servicing requirements as proposed in an email from Cllr Coggrave and showed an approximate saving of £45 p.a. using EHT Alarms. This is the firm that installed the emergency lighting. As they gave a good service it was recommended that they be asked to provide all future fire related work as this would be a more manageable arrangement than having several companies doing different aspects of the work. It was proposed by Cllr Jones, seconded by Cllr Perring with all in favour of taking this approach. The Clerk would ensure that Cllr Coggrave was advised of this decision. **ACTION: Clerk**

It had been suggested that a replacement Notice Board and new 'static' coat hooks be installed in the foyer. Some discussion followed on a suitable replacement board and it was agreed that a 1200x900 (cork with aluminium frame – colour scheme would complement the new decor). The cost would be in the region of £30 - £40 +VAT. It was considered that this would be in keeping and would leave room for the Radnage map to be displayed alongside. It was hoped that these might be in place before the Annual Parish Meeting in May.

Cllr Nikiel had undertaken some investigation into replacement coat hooks for the foyer, particularly as one of the existing mobile racks was broken and beyond repair. To replace like for like was not the preferred option as these rails could cost up to £250 and were damaging the skirting of the foyer and were also proving difficult to store. It was proposed by Cllr Jones, seconded by Cllr Fynn with all in favour that the installation of 2 rows with a total of 50 hooks mounted on a white wooden batten be installed at a cost of £180. Cllr Nikiel offered to undertake the purchase and installation of these. **ACTION: RN**

Cllr Addison had undertaken to be the contact for the www.hallshire.com entry and asked if it would be possible to find out some additional information from hirers when they book the hall. Details of where they heard about the hall, the type of function booked and if the hall was left in a suitable condition would prove useful. Cllr Jones undertook to see if this was something the Bookings Clerk could do without causing too much additional work. **ACTION: SJ**

10. Open Spaces

a) Cllr Fynn advised that due to difficulties for our preferred contractor obtaining insurance for the demolition of the Black Barn, she proposed that the most viable option was to return to one of the other tenderers - Wycombe Demolition - who had agreed to stand by their original quotation of £2,460. The contractor would be asked to carry out the work on a weekday rather than a weekend when the area around the Black Barn would probably be busier. The start date was likely to be in June and in any case at a date when Cllr Fynn was able to be the point of contact on behalf of the council. It was proposed that Mr Peter Seabrook be asked to undertake the landscaping and making good of the site following demolition. Cllr Fynn agreed to continue with this project to completion on behalf of the council

following her retirement from the role of councillor. She further agreed to ensure that local residents were kept notified of the impending works.

This project was agreed as proposed by Cllr Fynn, seconded by Cllr Nikiel with all in favour. **ACTION: EF**

b) Cllr Nikiel advised that the broken bench in the recreation area had been removed and that work to 'sleeve' the climbing poles in the playground was ongoing. He continued to send monthly inspection reports to the Clerk. **ACTION: RN**

c) It was agreed to remove the item on the investigation into winter road clearance initiatives from future agenda's at this time.

d) The Clerk provided an update on the renewed Grazing Licences completed in January and March and to advise that annual allotment rental payments had been requested from tenants.

11. Radnage Poors Charity – Election of Representative Trustee

Councillors had considered the request from the Clerk to the Trustees for re-election of Mr Wheeler for a further period of four years and in doing so, re-considered their position in the process of appointing/re-election and the role currently played by the council. Again, councillors feel it important to reiterate that any discussion on the processes involved in no way reflected on the people currently serving as parish representatives. It was proposed by Cllr Fynn, seconded by Cllr Jones with all in favour that the council response would state that there was "no objection to the Charity re-appointing Mr Wheeler for a further period and that the Parish Council would very much like to be involved in agreeing a process of election of a Parish Representative in the future."

ACTION: Clerk

12. Clerks Matters – including late received correspondence.

a) The Clerk reported on a recent meeting of Parish Clerks at WDC giving an overview on the variety of topics covered and handing out flyers given at several of the presentations. This meeting had, unusually, been poorly attended and that this meeting had been marred by access issues into the council offices. The main item of interest was one related to funding. WDC were to have a cut of 48% in their Government funding and that the Government assumed that the council would in the future increase council tax to make up the shortfall. In addition the monies currently provided as Council Tax Support would be zero by the year 2020. It was therefore necessary for WDC to reassess the council tax levels in future and that it was likely that Parishes would also have to increase Precept requests.

b) The Clerk advised that notification of a training on Basic Planning had been received as arranged by WDALC and would be held at WDC offices. Cllrs Jones and Nikiel asked to be booked onto this training evening – cost £25. **ACTION: Clerk**

c) Cllr Addison asked if there was any further information on the planning at Mudds Bank. The Clerk undertook to remind the Stokenchurch Clerk that Radnage councillors would like to be included in being notified of any meetings or planning requests concerning this site. **ACTION: Clerk**

13. Risk Management

The revised Risk Schedule had been circulated and the contents and format agreed. It was proposed by Cllr Jones, seconded by Cllr Perring with all in favour that this be adopted by council.

14. Forthcoming Meetings and Attendees.

a) Plans for the Annual Meeting of the Parish Council on 11th May were agreed to follow the usual short format with councillors ensuring that all areas of responsibility were identified and covered.

b) A plan for the Annual Parish Meeting on 18th May was agreed. Cllr Fynn had agreed to chair the meeting. Councillors asked the Clerk to prepare a suitable entry for Contact magazine and to ensure that residents were notified of the meeting by preparing flyers for the notice boards. It was suggested that these flyers should let residents know what is being undertaken by their councillors on behalf of the village as well as encouraging attendance. **ACTION: Clerk**

15. Date of Next Meeting:

The next meetings of the Parish Council was scheduled to take place on **Wednesday 11th May 2016** beginning with the **Annual Meeting of the Parish Council commencing at 7.30pm** followed by the **Ordinary Meeting of the Parish Council at 8pm**, both to be held in the Village Hall.

The Annual Parish Meeting is on 18th May 2016 at 8pm in the Village Hall.

A vote of thanks was given to both Cllr Fynn and Cllr Orchard for their work on the council.

There was no public session following this meeting.

The meeting closed at 22:40 hours.

Chairman's Signature:

Date:

Appendix 1

Payments to be approved:

Cheque number 2885	JKL Heaters Ltd – weld hole in boiler £650 +VAT
Cheque number 2886	Pace Fuelcare – delivery of heating oil 21/03/2016 £433.54 +VAT
Cheque number 2887	G MacKenzie – clerks salary and expenses £471.60

Cheques to cover Village Hall deposit returns –

Cheque number 2888	S Carty – refund £100
Cheque number 2889	Chiltern Woodland Trust – refund £100
Cheque number 2890	L Woodland – refund £50
Cheque number 2891	N Simpson – refund £100

Electronic transfer	Debbie White – Village Hall cleaning – March 2016 = £259
Standing Order	C Eden – Village Hall Bookings Clerk – January 2016 £216
Direct Debit	Southern Electric monthly payment £68
Direct Debit	Suez – waste £36.28