

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 10th APRIL 2013 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robin Fawell, Vice-Chairman Ms Elizabeth Fynn, Mr Martin Blakstad, 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, no apologies had been received. No members of the public were in attendance.

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

No declarations were received.

3. Acceptance and signing of minutes of Meeting of the Parish Council held on 13th March 2013.

It was proposed by Cllr Blakstad, seconded by Cllr Pitcher with all in favour that the minutes of the meeting held on 13th March 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.

There were no items to report that were not otherwise included in the agenda.

5. Planning.

It is noted for record that the councillors had made no objections on the recent planning applications:

- Bennett End Farm: Householder application for construction of extension to existing stable block for tractor store, and associated provision of hardstanding and alterations to eastern boundary
- Hill Meadows, Hatch Lane: Householder application for demolition of existing garage & removal of side & rear extensions. Erection of 2-storey rear/side extension, single storey side extension with a balcony over, single storey rear conservatory, detached single storey garage and fenestration alterations to existing dwelling.
- The Three Pigeons, Green End Road: Householder application for demolition of existing conservatory and erection of replacement conservatory to rear

6. Finance

a) The Clerk reported that as at 31st March the current account had a balance of £2,703.54 and the deposit account a balance of £22,082.50. The monthly budget sheet which is also the end of year summary of expenditure had been distributed and the Clerk had pointed out a couple of items of interest and there were no questions arising from this.

b) Papers supporting the Annual Accounts had been distributed to councillors prior to the meeting with additional papers provided at this meeting and following a point of clarification requested by Cllr Blakstad, it was proposed by Cllr Perring, seconded by Cllr Jones, with all in agreement that the Annual Accounts for Fin Year 2012-2013 be approved.

c) The Annual Governance statement had been distributed prior the meeting and following a review of each statement, it was proposed by Cllr Blakstad, 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 Fawell seconded by Cllr Fynn with all in favour that this be approved.

e) Payments March 2013 were approved as proposed by Cllr Pitcher, seconded by Cllr Fawell with all in favour and cheques approved and signed by Cllrs Perring and Pitcher.

7. Village Hall

a) In her capacity as Village Hall Manager Cllr Jones reported that there had been a welcome increase in bookings for family parties. The advert in Contact had been updated and welcomed comments on this. A problem with the heating had occurred recently and upon further investigation it was discovered that an isolation switch above the boiler had been turned off. This cannot have happened by accident and had cost the council a call out fee for rectification.

The supply of crockery and cutlery had been increased and the Village Hall now has enough for 120 covers. Plans are in place to install the new wall mounted babychanger, kick plates for kitchen doors, two new wall mounted first aid boxes and extra "Fire exit – Keep clear" signs for the patio doors. The outdoor ash tray by the front door had been damaged and suggested that a fire bucket of sand would be a suitable replacement in the short term – alternatively a purchase of one or two wall mounted ash trays could be made at a cost of £80-£100.

ACTION: SJ/EF

There was a meeting of the Village Hall Action Group on 27 March which had been poorly attended by hall hirers which meant that their opinions could not be heard. It had been agreed that priority now should be given to hall redecoration, the possible installation of Wi-Fi, a deep freeze and hand driers for the loos. Suggestions had been made to advertise the daytime slots available in the hall such as flyers in school bags, greater use of the village website and targeted adverts in Village View and Contact as a venue for children's parties and daytime classes. Resident Malcolm Glenn was helping with the marketing.

ACTION: SJ/EF

A meeting to discuss the best way forward for applying for grants had taken place and it had been agreed to make a list of projects to enable potential grantor's the option to choose their most favoured subjects. It was agreed that this item should be placed on the agenda for the next meeting of the council.

ACTION: Clerk

b) Following brief discussion it was agreed that following a forthcoming meeting between the Village Hall Manager and the Lettings Administrator, a letter would be sent to the Lettings Administrator on completion of the contract probationary period.

ACTION: Clerk

8. Open Spaces

a) To receive a report on the Allotments to include:

(i) It was proposed by Cllr Pitcher, seconded by Cllr Perring with all in favour that allotments could be let at ¼ plot sizes at an annual rental of £5. It was hoped that this would encourage tenants to come forward. It was agreed that the school would be accepted as a tenant and their participation welcomed. The school would be formally offered plot 3 City Allotments (¼ plot).

(ii) It was reported that plans to install a replacement dog waste bin on the recreation field were in hand.

(iii) It was reported that the new small gate into the hedge line alongside the children's playground had been installed however it was not shutting automatically and was being left open. Cllr Pitcher agreed to investigate. It was suggested that additional notices 'Keep Gate Closed' and 'No Dogs' might be helpful.

ACTION: RP

9. Correspondence.

The Clerk advised that correspondence had been received from a resident asking if the Community Bus operated out of Stokenchurch could be routed to include Radnage. It was agreed that the Clerk would investigate further and contact the Bus Committee Chairman.

ACTION: Clerk

10. Risk Management. Councillors were reminded of the continued need to review elements in the Register and record action, as applicable, for their areas of management.

11. Clerks Matters.

The Clerk had previously distributed councillors with correspondence detailing plans for the up-coming public engagement on the new Wycombe District Local Plan. Following discussion it was agreed that Radnage PC would wish to be represented at the meeting of the sub area which included Radnage but would not want to be responsible for facilitating such a meeting. The Clerk was asked to respond accordingly.

ACTION: Clerk

12. Forthcoming Meetings and Attendees.

(i) The Clerk advised that there was a Parish Liaison meeting on Wed 17th April in County Hall with the BCC budget being an item on the Agenda. It was decided that any councillor with a question on the budget should email their question to the Clerk who would forward it on to BALC.

(ii) Plans for the Open Meeting at 8 pm on Wednesday **15th May 2013** were agreed. Councillors were reminded of the need to provide a report for their areas of responsibility and that these should be made available to the Chairman ahead of the meeting to allow him to compile his own report.

N.B. Clerk suggestion that reports should be with the Chairman by no later than **8th May** (date of next council meeting).

13. Date of Next Meeting:

The next meeting of the Parish Council will be held on Wednesday **8th May 2013** beginning with the **Annual General Meeting of the Parish Council at 7.30 pm** followed by an **Ordinary Meeting** commencing at 8pm in the Village Hall.

The meeting closed at 21:42 hours. No further public session was held.

Chairman's Signature:

Date:

Appendix 1

Cheques to be recorded as previously authorised:

Cheque number 2524 White Sparkle – for VH window cleaning £25
Cheque number 2535 D Catlin – VH crockery purchase £176

Cheques approved:

Cheque number 2536 M Skidmore – lettings management £292
Cheque number 2537 M Skidmore – Return of VH hire deposit £50
Cheque number 2538 H Nugent - Return of VH hire deposit £50
Cheque number 2539 J Woodward - Return of VH hire deposit £50
Cheque number 2540 B Spratt - Return of VH hire deposit £100
Cheque number 2541 G MacKenzie – Clerks salary and expenses £392.03
Cheque number 2542 Wybone Ltd – dog waste bin and fixings £143.33 + VAT
Cheque number 2543 Woodridge Cleaning Supplies Ltd – VH consumables £9.90 +VAT
Cheque number 2544 WDALC – annual subs £10
Cheque number 2545 G Spratt – installation of gate in hedge £395
Cheque number 2546 JKL Heaters Ltd – call out for repair to village hall heating system

Electronic transfer

Direct Debit Debbie White – Village Hall cleaning – February £186
Direct Debit Southern Electric – Village Hall monthly direct debit £90
Direct Debit Sita UK Ltd – Village Hall Waste £6.80