

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 11<sup>th</sup> APRIL 2018 AT 8 PM IN RADNAGE VILLAGE HALL

**Present:** Councillors: Chairman Mr Robert Nikiel, Cllr Ms Tamsin Addison, Mr Everton Merchant, Cllr Mrs Alex Ryan, County Cllr Carl Etholen, and Clerk Mrs Lin Freeth.  
There were 3 members of the public present.

### 1. **Welcome and Apologies for Absence.**

The Chairman welcomed everyone to the meeting.

Apologies for absence had been received from Cllr Peter Turner and District Cllrs Shade Adoh and Saeed Saddique.

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

The matter of potholes was raised and queried why monies are spent on new signage when the roads are in such a poor state. County Cllr Carl Etholen reported that the works completed at the junction of Mudds Bank and the A40 were funded by Highways England to improve the road from Stokenchurch to West Wycombe due to the number of collisions, especially at this junction. The pothole situation is the worst in many years. £1.1million + BCC reserves will be utilised to remedy this. Potholes should be reported via the new online app with photo/s. The TfB Local Area Technician will assess and prioritised for repair (Category 1 are completed within 48 hours).

The broken Green End Road sign was also mentioned and the Clerk was able to report that this matter is already scheduled for repair.

The issues arising from inconsiderate parking for Radnage School at peak times is also a concern, and especially the use of City Road / Green End Road to turn around causing an additional hazard and safety concern. The local police will be contacted regarding this. **ACTION: CLERK**

The possibility of twinning with Radenac, France was raised, which was looked into many years ago (thought to be in the 1980s) but never completed. Cllr Ryan will discuss with the Radnage School headteacher and report any further information to the local resident expressing an interest in pursuing this matter. **ACTION: AR**

Planning anomalies were raised with the suggestion of including planning applications/decisions within Contact magazine. The editorial space allowed may dictate the practicality of this. All information is available via the online PublicAccess portal.

A resident suggested a Tidy-Up day and volunteered to lead a working party. A request for volunteers will be placed in Contact and responses coordinated by the Clerk. **ACTION: CLERK**

Emergency Planning – there is a Snow / Winter Plan (which will also be covered also by the GLRA at their AGM on April 18<sup>th</sup>) and individual members take responsibility in sending out information as required. Neighbourhood and Countryside Watch is also active and there is a good neighbourhood network.

### **MEETING REOPENED**

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

Cllr Merchant declared an interest in the planning application (Boundary Farm) to be discussed at Item 5 and did not take part in the planning considerations at this meeting. No other declarations were made.

### 3. **Acceptance and signing of minutes of Ordinary Meeting of the Parish Council held on 7<sup>th</sup> February 2018.**

The meeting scheduled for 14<sup>th</sup> March could not go ahead as not quorate. A brief report from March, where no decisions were made, was circulated to councillors and signed by the Chairman. The minutes of the meeting held on 7<sup>th</sup> February 2018 were approved as proposed by Cllr Merchant and seconded by Cllr Ryan and agreed by all 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.**

The Clerk reports that the final Winter Weather / Snow Plan Policy document, as prepared by Cllr Nikiel, will be provided for the file. The policy is based upon what has previously happened in periods of severe weather. It is proposed that this may be reviewed at a later date to create a broader plan. **ACTION: RN**

### 5. **Planning Applications.**

#### **To note planning decisions:**

- Case Ref: 18/05228/FUL - 3 Rose Cottages, Radnage Common Road – Householder application for construction of front porch. **Application permitted.**
- Case Ref: 18/05204/FUL - Bella Vista, City Road – Application for construction of a new amenity block to replace the temporary amenity block. **Application permitted.**

#### To consider planning applications:

- Case Ref: 18/05755/FUL – Nordleigh, 58 Green Lane - *Householder application for erection of single storey rear extension with linked single storey side extension as ancillary use to main dwelling & single storey side extension. Hip to gable extension to both sides with insertion of two dormer windows & recessed balcony to front & three dormers windows, one velux window & recessed balcony to rear in connection with loft conversion & alterations to fenestration.*

The Council recorded the following comments in relation to this application: Having no objection to the intention or the proposals for the main building. However, the design of the annexe is not in line with the Local Plan Appendix 4, Design Guide for Extensions, in that:

- the entrance to the annexe should be from the main dwelling and should not have an entrance to the front of the building.
- the linkage of the annexe to the main building should allow easy incorporation with the main dwelling at a later date and should not be easily separated from it.

It will be requested that should permissions be granted any HGV's / site traffic wishing to access the property should use a route from the A40, via Mudds Bank only, as the village lanes and other routes of access are not suitable for such vehicles.

- Case Ref: 18/05701/FUL (retrospective) – The Barn, Green End Road – *Erection of new access gate.*

The Council recorded that the application does not contain a justification for the new entrance and no indication as to what is to happen to the old entrance. If permitted, similar conditions to those in 08/05012/FUL should be applied - i.e. to maintain the existing fence and hedge on the eastern edge, such that an additional track is not also created in the adjoining paddock. The old entrance should be replaced with hedging to replace the hedge that was removed for the new entrance and to reduce the visual impact.

The application, which states the buildings are used for vehicle maintenance, indicates a use that is not in line with Schedule 1 of the Certificate of Lawful Use (05/07157/CLE) which permits storage, offices and stabling.

Enforcement at this site with regard to the permissions for the on-site businesses is ongoing and may therefore have a bearing on this application.

- Case Ref: 18/05535/CLE – Boundary Farm, Sprigs Holly Lane – *application for Certificate of Lawfulness for existing erection of detached building.*

The Council recorded that the evidence provided seems to indicate that the building was erected and that the work was carried out within the 3 years after the permission was granted (a condition of the permission). The existing building was not built as per the original plans, and permissions granted, and the building has remained empty since completion and therefore not used for the purpose stated (as stables / hay store). The Council's understanding of CLE is that for land or buildings that are not residential the time period of establishing a use is 10 years and not 4.

- Case Ref: 18/05739/VCDN - Churchfield Farm – *application for removal of condition 11 (home office) to allow the detached outbuilding to be let out on a short term holiday let.*

The Council recorded that the removal of condition 11 should not be allowed. If removed, it would allow not only short term holiday let, but also long term rental and would effectively create a separate dwelling. This would be a separate dwelling that has not been adequately planned for in terms of parking, vehicular access, visual impact on the AONB, or impact on the local amenities. Amendments to the original application have already seen the 'garage/home office' move further away from the main dwelling, increase in height and have the garage enclosed as opposed to being a carport. The original permissions and conditions that were put in place to protect the AONB, Green Belt and to maintain the rural aspect of the area are being gradually eroded. There is a real danger of enabling the establishment of a separate dwelling. Removal of condition 11 would be contrary to Local Plan policy GB6 (creation of a new dwelling in the Green Belt).

#### Planning Control:

- The Clerk reports that there is nothing further to report at this time in relation to the potential breaches of planning at The Barn; Churchfield Farm and Green End Farm but refer to planning applications received at Item 5. **ACTION: CLERK**

The situation with planning at Mudds Bank was discussed as an area of concern being the main route into the village and part of our neighbouring Parish. Further information will be sought and a reminder to access all planning applications, appeals, information and further details via the Wycombe District Council online PublicAccess portal will again be included in Contact. **ACTION: CLERK**

## 6. Finance

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 30<sup>th</sup> March 2018 the Business Account held a balance of £31,057.40 representing interest of £1.32 for February and £1.19 for March and the Treasurers Account a balance of £24,417.82

- b) Expected expenses have been received and included for payment. The Clerk confirmed that there will be no charge for the Year 2018-19 in respect of Business Rates. The payments for April 2018 were approved as proposed by Cllr Ryan, seconded by Cllr Merchant and agreed by all. Cllr Merchant and Cllr Ryan undertook the signing of the invoices and cheques.
- c) Mr John Taylor had indicated that he would be prepared to act as the internal auditor for this year. Mr Taylor is an accountant based in Radnage providing accountancy and taxation services to individuals and small businesses.  
The appointment of Mr Taylor as internal auditor is proposed by Cllr Merchant, seconded by Cllr Nikiel and agreed by all.

#### 7. Co-option of New Councillor/s

The Clerk confirmed that no election had been called and so can go ahead with the search for candidates to fill the Casual Vacancies by Co-Option. With two vacancies to fill the positions have been advertised in Contact and will be posted on the Radnage Facebook page. **ACTION: AR**  
1 candidate was attending this meeting.

#### 8. Village Hall

- a) Cllr Nikiel is currently acting as the Village Hall Manager but this may have to be reviewed in the coming weeks / months.  
Cllr Nikiel reported that two new fridge locks have been purchased and that new curtain tie backs for the main hall are required. **ACTION: RN**  
The Clerk reported that the website has been updated and new photographs included.
- b) Electrical outages have occurred during hired events in recent weeks effecting the entrance, toilet facilities, bar and main hall. The Radnage School Quiz Night on March 23<sup>rd</sup> was effected from the start of the hire to within one hour of the finish and so a full refund of hire charges will be made as proposed by Cllr Nikiel and agreed by all councillors. An outage also occurred on April 1<sup>st</sup> ahead of a planned party. The problem is thought to be an earth leakage causing the system to trip and may explain variations in heating timer which is occurring more frequently. Quotes will be obtained to determine the problem and cost for replacement boards. **ACTION: RN/PT**
- c) The review of rates will be considered at a future meeting.
- d) The regular rental of the kitchen space continues and all seems to be going well.

#### 9. Defibrillator – Village Hall

Cllr Addison reports that we were unsuccessful with a funding application to the British Heart Foundation for this year but will reapply for the coming year.

C Dowdy have an Automatic defibrillator at their yard which they have generously agreed to make available for the use of the residents of Radnage if required. They have fully trained first aiders on site who are able to assist if required. The Yard is open between 7.00am – 5.00pm. Our grateful thanks are extended to them for this. Cllr Nikiel will contact them to discuss further details. **ACTION: RN**

County Cllr Carl Etholen will facilitate contact by Paul Rogerson from the Rural Community Defibrillator Group (RCDG) and Cllr Addison to progress negotiations for defibrillators for Radnage. **ACTION: TA**

The Clerk confirms that an amount of £750 has been received from the Buckinghamshire County Council Community Leaders' Fund which is only be used towards the cost of two new defibrillators. Our grateful thanks are extended to County Cllr Carl Etholen for this. Receipt of this amount will be formally acknowledged as required.

The Clerk also confirms an amount of £400 has been received from each of the two District Councillors Ward budgets to be used towards the planned provision of defibrillators, with training and support of the First Responders, and the updating of the village hall playground facilities. Our thanks are extended for these contributions towards our projects to improve community facilities.

The WI / Progressive Supper Team have also expressed an interest in supporting this project and further details will be provided to them so that they can consider it further. **ACTION: TA**

County Cllr Carl Etholen suggests that the South Central Ambulance Service (SCAS) would run a course for those who wish to learn emergency life saving skills and how to use a defibrillator. Details will be included in Contact. **ACTION: Clerk**

#### 10. Community First Responders

The local Community First Responder, Steve Head, is wishing to undertake an NVQ Level 3 Upskills Course that has been adopted across SCAS and other Ambulance Trusts, and upon passing, the purchase of an Upskills Kit to deliver the enhanced skills learned to be able to undertake base line observations whilst waiting for a clinical response to arrive, resulting in an enhanced handover to enable the ambulance crew to make clinical decisions earlier.

It is proposed by Cllr Ryan, seconded by Cllr Addison, with all in agreement that the council support this endeavour and cover the cost of this Upskills Kit at £147. **ACTION: RN**

## 11. Risk Assessment/Open Spaces

a) The Clerk confirmed that the monthly playground inspection report had been received. Cllr Ryan reported that the bins are still okay. The ground anchors, previously purchased to secure the benches, need to be fitted. Cllr Ryan notes reports that the Wicksteed swing covers are cracking but that it is nothing structural or any cause for concern. **ACTION: AR/RN**

b) Cllr Ryan reported that a possible volunteer has been found to open an account for the 'Friends of Radnage Village Playground' project for a 'Big Lottery' funding application. No other expressions of interest or volunteers have come forward.

c) Cllr Nikiel reported that the burial ground is all as it should be with no problems at this time. Compost bin is at 75% capacity and so should plan for it to be emptied. It was agreed that the Parish Council and St. Mary's PCC should alternate with this task. It was last emptied by RPC in September 2017 and so the PCC will be approached on this occasion. Roy Boults bench still needs to be fixed with ground anchors. **ACTION: RN**

d) An update on the bus shelters and noticeboards will be received at a future meeting.

The noticeboard adjacent to the pond in Bowers Lane needs attention as it is unstable. Cllr Nikiel reports that he has some surplus wood preservative which is proposed to be used to treat all noticeboards. A working party will be organised. **ACTION: RN/Clerk**

e) In the absence of Cllr Turner no War Memorial update is available. The Clerk reports that Jo Dudley has offered to help with the planting of bulbs etc. **ACTION: PT**

f) In accordance with the Risk Assessment and to comply with Financial Standing Orders the annual internal review of budgetary controls and procedures managed by the Clerk was undertaken by Cllr Nikiel in March with no queries arising.

The review of the Bookings Clerk accounts and procedures is still to be completed. **ACTION: RN**

## 12. Risk Assessment Review

The Risk Assessment Working Group Meeting scheduled to take place ahead of the Regular Meeting on March 14<sup>th</sup> was not quorate and so the review was conducted via email. The updated document, with minor amendments to reflect burial ground reviews and use of website, had been circulated to all councillors. The document was agreed via email, with additions approved and nothing further to add. Proposed by Cllr Nikiel, seconded by Cllr Ryan, with all in agreement.

## 13. Local Government Ethical Standards

The review of Local Government ethical standard via online survey will be submitted ahead of the 27 April deadline by Cllr Merchant on behalf of the Parish Council. **ACTION: EM**

## 14. Proposal for a single unitary council

The Secretary of State for Housing, Communities and Local Government, Sajid Javid, has announced his 'minded to' decision to proceed, in response to the locally led proposals for improving local Government in Buckinghamshire, in implementing the replacement of the five existing councils across Buckinghamshire with a single unitary council for the area, subject to Parliamentary approval and further discussion. Before taking his final decision there will be a period of representation ending on May 25<sup>th</sup> 2018. BMKALC are looking for a response by April 30<sup>th</sup>. Presentations will be made by the District Councils and Bucks County Council who have differing proposals - BCC put forward a single unitary council bid in the autumn of 2016 and the 4 District Councils put forward a 2 unitary Council bid in January 2017. Details of the presentation meetings will be circulated to Councillors who are encouraged to attend to enable comments to be submitted. **ACTION: All**

## 15. Buckinghamshire Best Kept Village Competition

Councillors unanimously agreed for Radnage to enter the 2018 competition following the positive comments received in 2017. It is a great opportunity to bring our community together, to receive support from our residents and to see what can be done to improve the village in which we all live, and to make improvements for the benefit of all. Judging to take place during the first week of July. Details in Contact. Payment of the £25 entry fee is proposed by Cllr Addison, seconded by Cllr Merchant, and agreed by all. The Clerk will complete the necessary paperwork and submit our entry. **ACTION: CLERK**

## 16. Speeding Traffic / MVAS

Cllr Nikiel reports that the Local Area Forum (LAF) confirmation of funding towards the provision of an MVAS has been received and that the initial forms have been completed for return together with a cheque for £350 (this cost is not covered within the contribution by the LAF) as agreed and allowed for within the budget calculations. The area technician will visit and agree the most appropriate locations to use the MVAS (thought to be City Road by Radnage School in both directions, 2 sites in Green End Road, and Sprigs Holly Lane) and once locations are agreed the stats drawings will be created. Ground screws and hinged posts can then be purchased and installed. It is anticipated that the MVAS device will be in place by the end of May / beginning of June. **ACTION: RN**

The Clerk has followed up on the acquiring mobile mounting posts, which were obtained by a neighbouring Parish and are surplus to requirements, and reports that they would be available at a cost of £125 +VAT. Three are available.

The device will be covered under insurance for both public liability and all risks. Our insurers will be notified as soon as the device is purchased. **ACTION: CLERK**

## 17. Hedges

The Clerk reports that the hedge in City Road from the junction of Green Lane has now been flail cut by contractors but that the property owner has no further plans in place to deal with the reinstatement of the path, hidden beneath the overgrowth. The Clerk has contacted Transport for Bucks to determine if they might consider undertaking this task and is awaiting a response. **ACTION: CLERK**

Cllr Nikiel will contact other property owners identified in City Road and at the junction of Bottle Square Lane to further improve the safety of this section of road. **ACTION: RN**

## 18. TALC Lobby Day March 20<sup>th</sup> – Surgery meeting with David Adlington MP

The Clerk and Cllr Nikiel report that this meeting did not go ahead and no update or information has been received.

## 19. Clerk's Matters – including late received correspondence.

- a) A list of those people who offer their help/services to RPC will be circulated to all councillors, and added to as necessary, to enable a decision on how to move forwards with an appropriate expression of thanks, perhaps at the Parish Meeting. **ACTION: CLERK**
- b) The Clerk reports that there is a further planned closure of Sprigs Holly Lane by BCC for works by BT Openreach at the end of April. As this will conflict with the existing closure by Oxonian for ongoing works by Thames Water an objection has been registered to avoid both ends of the road being closed at the same time.
- c) Damage, thought to have occurred during the recent severe weather, to the road name signs for Green End Road (at the junction with City Road) and for Bennett End Road (at the junction with Town End Road) have been reported and will be repaired / replaced week commencing 14<sup>th</sup> May.
- d) Collecting water at the bottom of Radnage Common Road, thought to be due to blocked soak-away drain, has been reported to Highways drainage and will be resolved as soon as possible. **ACTION: CLERK**
- e) The GLRA AGM on April 18<sup>th</sup> will be attended by Cllr Nikiel as our representative. The Clerk will reply to the invitation received. **ACTION: CLERK**

## 20. Forthcoming Meetings and attendees.

### a) To confirm the plan for the Annual Parish Meeting.

An agenda will be prepared for the required format of this meeting to include the Chairman's Report and any reports received from local associations / groups. A précis of these reports will be given if a representative is not in attendance. As last year, there will be the opportunity for members of the public to come and meet their councillors, discover what has been achieved in the past year, ask questions about any issues that concern them and discover the objectives for the coming years. We will be welcoming ideas, suggestions and comments for an open dialogue. This is not a Council Meeting but is an opportunity to celebrate local activities and debate current issues in the community. Input and involvement from our local groups & associations, the school, church, district and county councillors and local police will be requested. This meeting will be actively publicised around the village, via the website, in Contact and on the noticeboards. Refreshments will be available. **ACTION: CLERK**

### To hear a report from recently attended meetings.

- *Buckinghamshire County Records Office – March 12<sup>th</sup>* – Clerk & Cllr Nikiel attended and found this to be a fascinating and useful visit. The list of any historic records held for RPC will be obtained by Cllr Nikiel.
- *Wycombe District Rural Forum – Thursday March 15<sup>th</sup> 5pm* – Clerk attended and, as usual, this was a great evening and a way to network with our farmers, landowners, rural police and other council members.
- *CRAWDAD Meeting – Thursday 22<sup>nd</sup> March* – Cllr Robert Nikiel attended and found to be a very useful source of feedback regarding the single unitary council proposal.

## 21. Date of Next Meeting:

The Councillors will next meet at the Village Hall for the **Annual Meeting of the Parish Council** scheduled to take place on **Wednesday 9<sup>th</sup> May 2018 at 7.30pm**. This will be followed by the **Ordinary Meeting** of the Parish Council **at 8pm**, to be held in the Village Hall.

The formal meeting closed at 21.53 hours

**PUBLIC SESSION**

A local resident enquired as to the use of monies raised from Garden Sunday and where they might be apportioned. This is a St. Mary's Church event to raise funds for the church. Any suggestions in relation to this could be put forward at the forthcoming PCM or to the St. Mary's Church PCC. Continuing to have a public session at the beginning and at the end of Parish Council meetings was welcomed by those present.

The Chairman closed the meeting at 21.58 hours.

Chairman's Signature: R. Nikiel

Date: 9th May 2018