

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 12th DECEMBER 2018 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Mr Darren Ungless (late arrival), Wagstaff, and Clerk Mrs Lin Freeth.

There were no 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 Addison; Cllr Ryan; Cllr Shelton; Cllr Merchant; County Cllr Carl Etholen; and District Cllrs Shade Adoh and Saeed Saddique.

The Parish Council had been informed that Cllr Ungless would be delayed in attending.

MEETING CLOSED FOR PUBLIC SESSION

There were no members of the public present for the meeting.

MEETING REOPENED

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

No declarations were made.

3. Acceptance and signing of the minutes of the Ordinary Meeting of the Parish Council held on 14th November 2018.

The minutes of the meeting held on 14th November 2018 were approved as proposed by Cllr Wagstaff, seconded by Cllr Shelton, 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.

There were no items not included in this agenda to report.

5. Planning.

a) To note planning decisions:

- Case Ref: 16/00482/OP Appeal Ref: APP/K0425/C/17/3185382 – Rear of Rose Cottage, Green End Road – appeal against Enforcement Notice – alleged erection of new building to rear. Appeal Allowed & Enforcement Notice Quashed
- Case Ref: 18/07658/FUL – 52 Green Lane – Householder application for construction of single storey front / side extension, alterations to roof to provide first floor accommodation and associated external alterations. Erection of a single storey replacement store to the rear. Application permitted.

b) Current planning applications:

- Case Ref: 18/07808/FUL – Churchfield Farm – Application for erection of greenhouse to the rear.

The Council agreed and recorded that they had no objection to this planning application. It will be requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully as the village lanes and access routes are not suitable for such vehicles.

- Case Ref: 18/07778/FUL – 1 Green End Cottages, Green End Road - Householder application for ground floor alterations to existing two storey rear extension involving alterations to ground floor windows, internal walls, relocation of WC. Demolition of existing summer house and garage and erection of new replacement outbuilding to rear with ancillary accommodation and linked side porch to dwelling and extension to existing pergola.
- Case Ref: 18/07779/LBC – 1 Green End Cottages, Green End Road – Listed Building application for ground floor alterations to existing two storey rear extension involving alterations to ground floor windows, internal walls, relocation of WC. Demolition of existing summer house and garage and erection of new replacement outbuilding to rear with ancillary accommodation and linked side porch to dwelling and extension to existing pergola.

The Council agreed and recorded that they had no objection to this planning application. It will be requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully as the village lanes and access routes are not suitable for such vehicles.

- Case Ref: 18/08006/FUL – Guelder Barn - Householder application for construction of replacement detached 2-bay garage with storage above.

The Council agreed and recorded that they had no objection to this planning application. It will be requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully from the A40 via Mudds Bank as the village lanes and other access routes are not suitable for such vehicles.

c) To be determined:

- Case Ref: 18/06715/FUL – Boundary Farm, Sprigs Holly Lane – Application for change of use of existing single storey building to form a two bedroom home with parking, access & amenity space.

The Clerk advised the Councillors that a public meeting was being held this evening at WDC where the WDC Planning Committee would consider this case.

- Case Ref: 18/07131/FUL - Rose Cottage, Green End Road - Householder application for construction of two storey front, side and rear extension and detached outbuilding.

Any planning comments are submitted by the Clerk on behalf of the Council.

ACTION:

CLERK

d) Planning Control:

- There were no further updates at this time.

7. Finance.

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 30th November 2018 the Business Account held a balance of £31,067.82 representing interest of £1.23 for the last month, and the Treasurers Account a balance of £37,611.10
Acceptance of the figures were proposed by Cllr Nikiel, seconded by Cllr Shelton, and agreed by all.
The Clerk advised that notification had been received of the payment of £1,500 for the MVAS Grant.
- b) Comparison quotes will be obtained to ensure that the current electricity supplier is competitive. No further details at this time.
ACTION: DU
- c) The Clerk advised that expected invoices had now been received from BT for £207.66 and from C Eden for £27.84 for the purchase of postage stamps, and included for payment. The payments for November 2018 were then approved as proposed by Cllr Nikiel, seconded by Cllr Shelton and agreed by all. Cllr Nikiel and Cllr Wagstaff undertook the signing of the invoices and cheques.
The invoice received from Thames Water was queried as seeming to be high and stating that an 'actual' meter reading had been carried out. They will be contacted to clarify.
ACTION: RN
- d) The Clerk had circulated the Action Plan report arising from the working group meeting held on November 21st. Radnage Parish Council publish an action plan annually in December which assists with setting the budget. This includes maintenance and project expenditure for the forthcoming year; any matters raised by members of the public during the Annual Parish Meeting; and from matters identified by the Parish Council. The Action plan is not exhaustive and there may be the addition of further appropriate actions identified as required, throughout the year. To agree and adopt the Action Plan is proposed by Cllr Nikiel, seconded by Cllr Shelton, and agreed by all.
ACTION: CLERK
- e) The Clerk had circulated the report arising from the Annual Budget and Precept working group meeting held on November 28th to make preparations for deciding upon the Precept request for the financial year 2019-20. To agree and adopt this report was proposed by Cllr Shelton, seconded by Cllr Wagstaff and agreed by all.
- f) Councillors discussed and approved the annual budget and Precept for 2019/2020 -
Councillors went through the details of the income and expenditure for the current financial year with projected figures to year end (31st March 2019) and made justified statements, as necessary, against each budgeted line. This process was done outside of the council meeting to ensure that the figures were well understood and challenged if necessary. The strategic plans for the forthcoming year, which form the Council's Action Plan, were also taken into consideration.
The Parish Council always aims to calculate the Precept request by the December council meeting so that the precept request can be submitted to WDC in the January of the following year. It is the task of the council to agree the Precept request at their December meeting annually. Precept is then agreed by the District Council during the spring and implemented at the start of the financial year beginning in April. It is then paid in 2 equal parts – during April and September of that year.
Precept for the current financial year had been set at £27,650 against known income, anticipated income and anticipated expenditure. This level of Precept had been an increase of 4.5% to allow the council to continue to provide and maintain services to the village. It was noted that apart from the Clerk who was employed as the Proper Officer of the Council, all councillors were unpaid volunteers.
Councillors recognised that in the year to date (23 November 2018) they had spent £26,583.92 and anticipated that expenditure at the year-end to be in the order of £41,000.
As at 23 November 2018 the Treasurers Account had a balance of £37,746.10 and the Business account £31,067.82 – which included the dedicated 'reserves' of £13,575.
For the Financial Year 2019/2020 a calculated income of approx £45,000 was estimated and requirements for expenditure (to include projects relating to the village hall and recreation ground / playground, common land, open spaces, emergency equipment, road safety, tree work etc) and reserves, was estimated at £91,700 - so a shortfall of £46,200 is required to meet the Council's needs. The figures represent a small rise in anticipated income, but with the addition of larger projects and expenditure, including some ongoing projects continuing into the new financial year, for which some budgeted funds are being carried over from the current year – these projects are those that are yet to be completed. and the addition of larger projects and expenditure. It was noted that Council Tax Support would become zero by 2020 when the full cost would need to be met locally. The forecast of the final expenditure for the current financial year is below that of the current budget which will assist with any shortfall for next year. The further shortfall for the larger, more expensive, planned projects will be met with fundraising, grant applications and other funding initiatives. It is therefore the belief of the council that a small increase to the Precept is necessary to allow them to continue to provide services to the village and to continue to meet with legislation.
It is proposed to request a Precept of £29,032.00 for the year 2019-20 which represents a 5% increase to that of the current financial year.
It was proposed by Cllr Nikiel, seconded by Cllr Shelton, and unanimously agreed to request a Precept of £29,032 which represents a 5% increase to that of the current financial year.
ACTION: CLERK
- g) Due to the reduced number of councillors present at this meeting the discussions to consider the additional hours and the annual payment of the working from home allowance to the Clerk was deferred to a Closed Meeting to be held ahead of the next scheduled Parish Council Meeting on January 9th.
The Clerk is requested to send the SCP rates for April 2019 and the job description to councillors ahead of the next meeting.
ACTION: CLERK

8. Village Hall.

• Maintenance / electrics:

- Cllr Nikiel and the Bookings Clerk have sorted and consolidated items in the large cupboard and the stock of floor mats at the village hall, with those no longer required having been disposed of via Freecycle. Other items (eg the floor cleaner) will also be found new homes via Freecycle or via eBay.
ACTION: RN
- The heating oil is monitored by a 'Watchman' device but despite this there was found to be no oil! To ensure that hirers of the hall have adequate heating Cllr Nikiel has arranged for an emergency oil delivery to

be made on December 13th. The presence of any debris in the filter, or an air lock in the system will then be investigated. A regular delivery of oil will follow in January.

ACTION: RN

- The use of the kitchen space at the village hall by Klemands, a fruit juice company, has been agreed, and which commenced on December 10th under the same arrangement and terms as the existing company, Teacups & Tandems. The required deposit has been received.

Cllr Ungless will provide an update on the electrics at the next meeting.

ACTION: DU

- **Fire alarm and fire extinguishers:**

Cllr Addison previously offered to organise the necessary inspection of the fire alarm and extinguishers, and new maintenance arrangements to comply with current regulations. The report and update on this matter is deferred to the next meeting.

ACTION: TA

- **RR10K Race:**

The event went very well with the hall being left clean and tidy. The Parish Council are still awaiting the return of the key/s by the event organiser and a reminder will be sent. UK Mats in Lane End are now in receipt of the floor mats for cleaning.

ACTION: RN

9. Risk Assessment/Open Spaces.

- a) The Clerk confirmed that the monthly playground inspection report had not yet been received for this month.
- b) Cllr Nikiel reported that the burial ground inspection was carried out on December 11th and that all is as it should be with no problems and continues to look neat and tidy. The compost bin appears to be quite full and will be monitored and emptied by the Parish Council when necessary.
- c) An update on the bus shelters and noticeboards will be received at a future meeting. All noticeboards still need to be treated with wood preservative.
ACTION: RN
- d) There is nothing further to report at this time. It is reported that Stokenchurch Parish Council are having their Memorial inspected for possible maintenance / remedial works and contact details will be obtained to see if there can be a beneficial joint arrangement.
ACTION: CLERK

10. Defibrillator – Village Hall.

The first training session for the use of the defibrillator has been confirmed for January 22nd in the hall at Radnage School, from 6.30-8.30pm with the Ambulance Service and our Radnage First Responder. This will be advertised in Contact magazine, on the village noticeboards and via the website to obtain expressions of interest so that time slots can be allocated.

ACTION: TA/CLERK

A response to a letter sent by the Parish Council to the Radnage Pools Charity, requesting financial support for the provision of a cabinet for a second defibrillator device, has been received. Whilst the trustees are minded to assist, the provision of equipment is not within the charity's remit, but suggest that the financial support for the cost of training to maximise the delivery of the system when required would be supported. How such training could be organised will be determined and a proposal for funding put forward to the Charity.

ACTION: CLERK

Our grateful thanks are extended to the Progressive Supper Team for £500, and to the Radnage WI for £400, received for their hard work and generous support for the provision of life saving defibrillator equipment for the village. Letters of thanks to be sent from our Chairman Cllr Nikiel.

ACTION: RN

11. MVAS.

The MVAS speed indication device has now been in operation for a few weeks, in different locations, and it is believed to have had an impact on making people think about their speed and in slowing them down. The information generated by the device is collected and some interesting stats have emerged eg. over 100 vehicles are logged each day and horses register at 4-12 mph!! The current position of the MVAS in Green End Road has established however that one third of vehicles are exceeding the speed limit. Cllr Merchant has been briefed in the repositioning of the device as required. The Completion Certificate is due for submission for this device but it is noted that the date logged against the recorded data is resetting to then show the incorrect date, and so perhaps needs re-synchronising. This will be discussed with the company concerned. Paperwork returned with the condition that this is resolved.

ACTION: RN

12. Local Crime.

There is nothing further to report at this time.

The consideration as to the cost of provision of CCTV/ANPR enabled cameras on access routes to the village was comprehensively discussed within the recent Budget Meetings and can be facilitated if there is a requirement.

It is suggested that an initial camera unit, or units, be put in as the first stage of the project. Radnage is awaiting signage highlighting the use of ANPR technology and the use of Mobile ANPR cameras, to be carried out by TVP.

ACTION: RN

13. Volunteers.

- Following a memo from the Information Commissioner's Office (ICO) we must be aware that volunteers who assist us in any way are working **on behalf** of the council. This means that all their emails/ communications with each other, and any professionals, are subject to the access to information legislation which governs local councils (that is, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004). Emails (and all other communications) should be professional and written with an awareness that all such communication could be made available to the public. Declarations of interest under the Code of Conduct protect those undertaking work for the council. Volunteers should be encouraged to consider what private interests they have which might impact on their consideration of the public interest and make declarations of interest in the same way as councillors do. The ICO argument is that using volunteers should not be a way of bypassing the right of the public to access information. It is important that all volunteers understand this.
- In recognition of those people who give their time, help and services to the Parish Council our Chairman will personally deliver a box of chocolates and a card of thanks as an expression of our gratitude. **ACTION: RN**

14. Bledlow Ridge Recycling Centre.

Following the proposed closure of the Bledlow Ridge Household Recycling Centre and the public consultation, a local resident has obtained information via FOI that show an inconsistency in the visitor counters which were used to support the proposal. A large response rate to this proposal was received and at the meeting of the County Council's Cabinet on 7 January these will be considered together with the proposals submitted.

15. Councillor Election / Co-option.

The Clerk reports that Cllr Alex Ryan has formally tendered her resignation from the council, with immediate effect, due to personal and work commitments. The Clerk stated that a Notice declaring this Casual Vacancy will be advertised and that following the statutory period would be advised by the Returning Officer at WDC if an election was required, or if the council could go ahead with Co-Option procedures. The final date to receive a request for an election is 11th January.

ACTION: CLERK

16. Clerk's Matters – including late received correspondence.

a) None received for attention at this meeting.

19. Meetings and attendees.

Recently attended meetings.

- BMKALC Training Demystifying Planning – November 27th 10am – Cllr Wagstaff reports that the notes from this event are available from BMKALC and that whilst it was MK-centric attendees participated in 'what you would do' exercises and scenarios, which were then discussed, and permitted development was covered. Many Parish Councils seem disillusioned with 'process'. Overall it was reported as an interesting and useful event. Cllr Shelton will be attending the Aylesbury planning event run by Wycombe and Aylesbury District Councils which have more direct relevance.

To agree and approve attendance at any forthcoming meetings.

- Attendance at the following BMKALC courses 2018-19 has been agreed and the necessary arrangements will be made by the Clerk for councillors:
 - Councillor Training - 24th January – to be attended by Cllr Shelton
 - Parish Unitary Liaison Meeting - 8th March – to be attended by Cllr Nikiel and the Clerk
 - Demystifying Planning - 11th April – to be attended by Cllr Shelton

ACTION: CLERK

20. Date of Next Meeting:

The next **Ordinary Meeting** of the Parish Council is scheduled to take place on **Wednesday 12th November** at 8pm, to be held in the Village Hall.

PUBLIC SESSION

There were no members of the public present for this session.

The Chairman closed the meeting at 21.30 hours.

Chairman's Signature: R. Nikiel

Date: 9th January 2019