

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 11th DECEMBER 2019 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Cllr Mr Everton Merchant, Cllr Mr Darren Ungless, Cllr Mrs Morag Wagstaff 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 Mr Jez Lofts; Cllr Mr Lee Shelton, Cllr Mr David Vernon, County Cllr Carl Etholen and District Cllrs Shade Adoh and Saeed Saddique.

MEETING CLOSED FOR PUBLIC SESSION

- A member of the public raised the issue of the amount of water collecting at the bottom of Radnage Common Road to create a 'pond'. This is causing problems for residents, vehicles, walkers and horse riders, and causing damage to property boundaries. The soak-away is once again blocked and it is suggested that an additional soak-away be considered. The situation has already been reported to Transport for Bucks. This matter will be raised at the next meeting of the GLRA.

- The current volunteers who look after the dog waste bins have very kindly agreed to continue with this task, and our grateful thanks are extended to them. It is suggested that consideration be given to replacing the existing 5 bins. Cllr Ungless will provide options at the next meeting. **ACTION: DU**

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 minutes of the Ordinary Meeting of the Parish Council held on November 13th 2019.

The minutes of the meeting held on 13th November 2019 were approved as proposed by Cllr Everton, seconded by Cllr Ungless and agreed by all as a true and accurate record. The Chairman signed and dated the minutes.

It was noted that there was a minor amendment to the October Minutes at Item 7. regarding the route of access to VH / Play Areas. Green Lane was noted instead of Green End Road.

4. Report on progress on items in the previous minutes of the Ordinary Meeting of the Parish Council not otherwise included in this agenda.

a) The Mash Inn, previously known as The Three Horseshoes, is listed with WDC as an Asset of Community Interest, as previously supported by RPC. The registration is now due for renewal and the Clerk reports that the support of the council has once again been sought in support of this. The situation has not changed in any way and so all councillors are in agreement. A letter will be sent to this effect. **ACTION: CLERK**

b) The Clerk reported that the proposed petition undertaken by a local resident highlighting the problems in Buckinghamshire with secondary school placements and transport had been completed and forwarded to the Cabinet.

b) The Clerk reports that following the suggested changes, to comply with the Oxford Diocese regulations, to the proposed memorial for Simon Mullett, the family have taken the decision to apply to the Diocese for a faculty due to its unique nature. A faculty will help in assuring the Parish Council that the Diocese of Oxford are happy with the proposed memorial and final acceptance can then be considered within a Parish Council meeting.

5. Planning.

a) To note planning decisions:

- Case Ref: 18/08182/FUL – Ashridge Farm, Green End Road – Application for conversion of existing barn to form 1 x 2 bed dwelling ancillary to Ashridge Farmhouse and 1 x 3 bed dwelling with detached garage/store and associated external works. **Application Permitted**
- Case Ref: 19/06892/FUL – 22 Green Lane - Demolition of existing house & erection of replacement house. **Application Permitted**
- Case Ref: 19/07334/FUL – 58 Green Lane – Householder application for construction of 3 x rear dormers, 1 x front dormer, 1 x front and rear roof lights all in connection with loft conversion, demolition of existing garage and conservatory and construction of replacement detached garage (alternative scheme to PP 19/05924/FUL) **Application Permitted**

- Case Ref: 19/06657/CLE – Green End Farm – Certificate of Lawfulness for continued use for erection of detached timber hut for use as barbecue hut. **Certificate Granted**

b) To consider planning applications:

- Case Ref: 19/07529/FUL – The Spinney, City Road - Householder application for replacement gates and fencing located behind existing hedge (retrospective).

Following discussion the Council agreed and recorded that they had no objection to this planning application. It was thought that the recent works have improved the site and removed growth near the road, which was previously a concern.

- Case Ref: 19/07680/FUL – Farthing Hall, Sprigs Holly Lane - Householder application for construction of single storey extension and associated external alterations.

Following discussion 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 Chinnor Hill ONLY as the village lanes and other routes of access are not suitable for such vehicles.

c) Awaiting decision:

- Case Ref: 19/06658/CLE – Green End Farm – Certificate of Lawfulness for continued use of the detached outbuilding known as Granery Annexe for private lettings.
- Case Ref: 19/07406/FUL - Middle Barns at Ashridge Barn - Application for demolition of existing buildings and erection of replacement dwelling (alternative scheme to 18/06822/FUL).
- Case Ref: 19/07437/FUL - Bella Vista, City Road - Development of extant ancillary residential outbuildings as an independent residential dwelling.

d) Planning Control:

- Mudds Bank Stud Farm – Enforcement & Appeal cases –
 - Appeal against enforcement notice (gates) - **Enforcement Notice Quashed. Appeal Allowed**
 - Change of use enforcement, stationing of mobile home and operational development - **Notice Issued**
- Case Ref: 19/05433/FUL – 52 Green Lane - Appeal reference: APP/K0425/D/19/3232510 Householder application for construction of single storey side and rear extension, alterations to roof to provide first floor accommodation and associated external alterations. Erection of detached single storey replacement store to rear. Appeal proceeding under the Householder Appeals Service - **In Progress**

The consultee comments as recorded were agreed by all present and they will be submitted to the Planning Department at Wycombe District Council via PublicAccess. Planning comments are submitted by the Clerk on behalf of the Council. **ACTION: CLERK**

- e)** To discuss potential development on agricultural land – There is nothing further to report at this time in relation to Church Lane. Concerns relating to potential development within the paddock adjacent to Cross Lane Pond at the bottom end of Bowers Lane still remain and it is suggested that these be reported directly to the enforcement team at WDC via the online portal.

6. Finance.

- a) The Clerk had circulated the latest budget summary and no questions arose from this. Acceptance of it was proposed by Cllr Nikiel, seconded by Cllr Merchant, and agreed by all. As at 30th November the Business Account held a balance of £31,083.44 representing interest of £1.41 for the last month, and the Treasurers Account a balance of £52,295.42
- b) There are no comparison quotes for maintenance / remedial works available at this time.
- c) The Clerk reported that expected expenses from the Bookings Clerk had been received and so were included here for payment. The payments for November 2019 were approved as proposed by Cllr Nikiel, seconded by Cllr Ungless, and agreed by all. Cllr Ungless and Cllr Merchant undertook the signing of the invoices and cheques.
- d) The Clerk had circulated the Action Plan report arising from the working group meeting held on November 20th. 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 Merchant, seconded by Cllr Wagstaff, 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 27th to make preparations for deciding upon the Precept request for the financial year 2020-21. To agree and adopt this report was proposed by Cllr Merchant, seconded by Cllr Wagstaff and agreed by all.
- f) Councillors discussed and approved the annual budget and Precept for 2020/21 – Councillors present at the meeting were: Chairman Mr Robert Nikiel, Mrs Morag Wagstaff, Mr Jez Lofts, Mr Everton Merchant, Mr Darren Ungless and Clerk Lin Freeth. Councillors went through the details of the income and expenditure for the current financial year with projected figures to year end (31st March 2020), 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 prior to the December council meeting so that the precept request can be submitted to WDC, as required, in 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 £29,032 against known income, anticipated income and anticipated expenditure. This level of Precept had been an increase of 5% to allow the council to continue to provide and maintain services to the village. It was noted that apart from the Clerk, who is employed as the Proper Officer of the Council, all councillors were unpaid volunteers. Councillors recognised that in the year to date (23 November 2019) they had spent £25,139.43 and anticipated that expenditure at the year-end to be in the order of £50,640. As at 23 November 2019 the Treasurers Account had a balance of £52,817.24 and the Business account £31,083.44 – which included the dedicated ‘reserves’ of £13,575. For the Financial Year 2020/21 a calculated income of approx £19,600 (excluding Precept) was estimated and requirements for expenditure (to include projects relating to the village hall & recreation ground/playground, common land, open spaces, emergency equipment, road safety, tree work etc) and reserves was estimated at £59,700 – A shortfall of £40,100 additional income is required to meet the Council's needs. The figures represent a small rise in anticipated income, but with larger projects and expenditure, including those that are ongoing and will continue into the new financial year, and for which budgeted funds are being carried over from the current year for these projects that are yet to be completed. Income is projected to be slightly higher than expected and expenditure considerably below expectations due to unforeseen delays with planned projects and expenses. It was noted that Council Tax Support would become zero for 2020 when the full cost will 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. Any further shortfall will be met with fundraising, grant applications and other funding initiatives.

It is therefore the belief of the council that an increase to the Precept is not necessary to allow them to continue to provide services to the village and to meet with legislation. It is proposed to request a Precept of £29,032.00 for the year 2020-21 which remains unchanged from that of the current financial year.

It was proposed by Cllr Merchant, seconded by Cllr Wagstaff, and unanimously agreed to request a Precept of £29,032 which represents a zero % increase to that of the current financial year. **ACTION: CLERK**

- g) A closed meeting was held following this regular meeting of the council to consider the additional hours and annual payment of the working from home allowance to the Clerk. The Clerk will be informed of the outcome. **ACTION: RN**

7. Code of Conduct.

Following an update from NALC the Clerk prepared a new Code of Conduct Policy document, which had been previously circulated to all councillors for their information and consideration. No questions or queries were raised. It was confirmed by all councillors that there are no updates or changes at this time to the current completed and registered DPs. It was confirmed by the Principal Solicitor and Monitoring Officer, Litigation, Contract & Monitoring Officer at Wycombe District Council that all existing DPs that have already been registered do not need to be re-registered. However, all new Councillors will need to register DPs within 28 days of adoption of the code. The document was approved & adopted as proposed by Cllr Nikiel, seconded by Cllr Wagstaff, and agreed by all. It will now be put on file and included on radnage.net

ACTION: CLERK

8. General Election.

The Village Hall will be in use for the General Election tomorrow, Thursday December 12th from 7am until 10pm. Cllr Ungless will be in attendance as necessary.

ACTION: DU

9. Village Hall.

a) Update on Village Hall Matters

- **Maintenance / Electrics / Repairs:**

- An update will be given at next meeting.

ACTION: LS

- **Maintenance / Repairs – roof and redecorating:**

- A person to take care of Village Hall maintenance matters has been contacted and discussions are underway for the required works of guttering repairs, redecoration due to recent leaks, door trims, ceiling repairs in hall and chair storage areas etc., and a quotation for these, and ongoing requirements, is to be discussed and progressed at the next meeting.

ACTION: MW/RN

- **Utilities Providers:**

Cllr Ungless reports that this is in progress and an update will be provided at next meeting. **ACTION: DU**

- **Fire alarm:**

Cllr Nikiel reports that the old manual fire alarm / bell located adjacent to the main hall door into the entrance hall has now been removed for reasons of safety (not working).

ACTION: RN/LS

- **Annual cleaning of mats following RR10k and 5k Races:**

The event went very well with the hall being left clean and tidy. UK Mats in Lane End once again very kindly offered to receive the floor mats for cleaning without charge. Our grateful thanks are extended to them for this. Cllr Nikiel will arrange collection of the mats. **ACTION: RN**

- **Other matters:**

- Village Hall Risk (disclaimer) signage will be displayed as previously agreed. **ACTION: DU**
- Quotes for the provision of static road signage directing visitors the the Village Hall and Play Area will be provided at the next meeting. **ACTION: RN**
- A copy of the Radnage Raiders Public Liability Insurance details have been requested and confirmation has been received from them that all paperwork is in place as required. **ACTION: RN**
- Paperwork to complete the file in respect of any potential claims are to be sent to the Clerk. **ACTION: RN**
- Details of Radnage Primary School's Insurance details have been requested to ensure that all paperwork is in place as required for any sessions / events held at the village hall/recreation ground. **ACTION: EM/RN**

- **Village Hall Manager:**

- With Councillors having less time available to manage and oversee the maintenance and administration requirements of the village hall it is proposed that a Village Hall Manager be appointed as a paid role. The Manager will report to the Parish Council and work closely with the Bookings Clerk and Maintenance Team. The hours will vary depending on the needs of the hall but it is anticipated to be between 3 and 6 hours a week with a degree of flexibility. The details of the role, for inclusion in the next edition of Contact, and a Role Specification were proposed by Cllr Nikiel, seconded by Cllr Ungless, and agreed by all. The Clerk will submit the required copy and also include on the radnage website. **ACTION: CLERK**

- **Village Hall Cleaning Contract:**

- The current contract is now due for renewal and details inviting quotations fro this will be included in the next edition of Contact and on the Radnage website. Any interested party will need to provide their quotation for the Cleaning Contract, to commence in March 2020, based upon a guide of 2 hours twice a week. This will cover the areas of the entrance hall; main hall; small hall; toilets and washroom areas (ladies, men's and disabled facilities); cleaner's store; kitchen and bar areas. Responses and quotations are required before February 7th. **ACTION: CLERK**

10. Risk Assessment/Open Spaces.

- The monthly playground inspection report to be forwarded to the Clerk within the next 7 days. **ACTION: DU**
- Following the Annual Play Area Inspection there are some issues requiring attention with some currently out for quotation. Cllr Ungless to provide an update and report at the next meeting. Further action will not be taken in relation to the issue with the spinner bowl due to lack of legal support. **ACTION: DU/RN**
- No further dog fouling complaints received.
- Cllr Nikiel reported that the burial ground inspection details will follow. A meeting with the Church Wardens, Council Chairman and Clerk remains outstanding to discuss the development of some features around certain graves within the Parish burial ground, and Diocese of Oxford guidelines. The compost bin is now due to be emptied and charged to St. Mary's PCC as agreed. **ACTION: RN/CLERK**
- The Clerk reported that volunteers are still sought to look after the bus shelters and noticeboards from February 2020 when the existing volunteers step down. This will be included again in Contact. **ACTION: CLERK**

Quotations will be obtained to replace the existing 6 noticeboards and consideration will be given to their existing locations and whether additional boards might be required. **ACTION: DU**

- There is nothing further to report at this time. **ACTION: CLERK**
- The Green End Road Pond Project planning is progressing and the matter raised regarding the use of chalk soil was addressed. It is proposed to use locally sourced topsoil to re-shape the pond and then to top dress with chalk at a later date. This is proposed by Cllr Nikiel with all councillors in agreement. Discussions on site regarding the shape of the liners and quotes obtained will be provided at a later date. The Chilterns Conservation Board community partnership scheme "Chalk, Cherries and Chairs" is a local conservation and people engagement project which perhaps could manage the areas around the pond and engage with Radnage School. Possibilities and opportunities will be explored.
- The Clerk reports that further correspondence via email has been had with a local resident who proposed that the area of Chapel Pond be better utilised to be enjoyed by all but that there is nothing to report at this time. A clear proposal has been requested and attendance at a future meeting suggested. **ACTION: CLERK**
- Councillors agree that the Bennett End Allotment Pasture area, that has been left for many years to allow wild flowers to flourish, and with a path mown through to allow access and enjoyment of the area, be assigned as 'Pasture'. A new tenant is sought to take over this area and details will be included in the next edition of Contact. The area would be available for personal use only and not for commercial purposes of any kind. **ACTION: RN**
- Following the incorrect allocation of City Allotments water supply a current meter reading is required so that this matter can be resolved. **ACTION: RN**

11. Allotment & Pasture Renewals.

The advice received in relation to updating tenancy agreements and increasing amounts payable is that no increase is required for Allotment Tenants but that a 12% increase per annum for 2 years be applied to Pasture

Land. The rental amounts will still be substantially below current market rates. It is advised that the tenancy agreements be updated to include such things as diseased livestock, specific maintenance requirements, neglect, etc and that annual inspections are considered. The increase of 12%, as detailed, is proposed by Cllr Wagstaff, seconded by Cllr Nikiel, and agreed by all. A letter of notification will be sent to current tenants advising them of this increase should they wish to renew their tenancies. Revised Tenancy Agreement Documents will be prepared for consideration at the January meeting. **ACTION: CLERK**

12. Volunteers.

The Parish Council extends grateful thanks to those volunteers who work on behalf of the council. Payment towards the cost of fuel for those households who cut the grass on Radnage Common will be discussed at the January meeting. **ACTION: CLERK**

13. VE Day 75th Anniversary Commemoration May 2020

A local Committee will be formed to organise this 'community event' as a themed day with music, memorabilia, activities, visiting vehicles etc to be held in and around the village hall. A National Lottery Grant of £500 will be sought for games, awnings etc. The Parish Council will support his event and will include information in Contact

14. Broadband Coverage

Cllr Lofts was not present at this meeting but this project ins in progress and a report / update has been received. The aim is for everyone to enjoy fast, consistent broadband but they are not - even with the new fibre cabinets. Anyone receiving less than 10 MB/s on a checker is asked to contact Cllr Lofts with their postcode/road, and stating if good mobile signal (4G) is received. This will help assess 'Not Spots' and what could be done to help. People with IT skills, or simply the time to help, are also sought to join the working group. **ACTION: JL**

15. Village Skip Scheme

The provision of the third skip will be on Friday 10th - Saturday 11th January, as part of the 'Village Skip Scheme'. Following the success of the first 2 skips in July and September a larger 8yd skip will once again be provided at a cost of £269 +VAT. Acceptance of this was proposed by Cllr Nikiel, seconded by Cllr Merchant and agreed by all. Cllr Nikiel and Cllr Merchant agreed to oversee the skip whilst on site with final details to be agreed at the January meeting. The date/s of any further skips will be advised in due course. **ACTION: CLERK/RN/EM**

16. Bledlow Ridge Recycling Centre.

The Bledlow Household Recycling Centre (HRC) Action Group, led by County Councillors Bill Bendyshe-Brown and Carl Etholen, are hoping to achieve a further £23k and aim to get the planning permission done on the same footprint by the end of March.

17. Defibrillator – Village Hall.

An update will be provided at a future meeting.

18. MVAS.

The second MVAS unit, which flashes 'SLOW' if motorists exceed the 30mph limit, has now been received and is in operation in City Road, outside of Radnage School, where it will be permanently located for the safety of the children, their families and road users. The existing unit is now in situ in Sprigs Holly Lane for the first time, and will continue to be relocated around the pre-agreed sites in the village. Cllr Nikiel has passed the software and keys to Cllr Merchant so that they can oversee both devices.

19. Local Crime.

a) A trough has been fly tipped in Bowers Lane. This as now been reported via the online portal.

It is reported that travellers have once again taken up residence at Mudds Bank.

b) CCTV/ANPR enabled cameras – this is in progress and funds are in place. **ACTION: RN**

20. Roles and Responsibilities

The roles and responsibilities undertaken by Councilors is still to be discussed and agreed.

Cllr Ungless has requested a Village Hall gate key which will be organised by Cllr Nikiel. **ACTION: CLERK/RN**

21. Chinnor Neighbourhood Plan

The Clerk had previously circulated details relating to the reviewed Chinnor Neighbourhood Plan and supporting documents submitted to South Oxfordshire District Council (SODC). This was also posted on the radnage.net website. The reviewed plan will replace the Chinnor Neighbourhood Development Plan, adopted on 12 October 2017 and comments are invited during an extended publicity period ending on Wednesday 4 December 2019.

22. Clerks Matters – including late received correspondence.

None received for attention at this meeting.

23. Forthcoming Meetings and Attendees.

a) **To hear a report from recently attended meetings.**

- B&MKALC 2019 - Annual General Meeting – Aston Clinton, 15th November 18.30-22.00

Cllr Nikiel and the Clerk attended this event which was well attended and with a very interesting talk by the High Sheriff of Buckinghamshire.

- 'Come and meet your Conservative Candidate Rob Butler' - 9th December 5.30 - 6.30pm. Cllr Wagstaff attending this meeting. Following the retirement of David Lidington, who served as our Member of Parliament for Aylesbury for over 27 years, Rob Butler was selected as the Conservative Candidate to replace David. The meeting was an opportunity to hear and to question Rob about his priorities and aspirations for our area.

24. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 8th January 2020 at 8pm**, to be held in the Village Hall.

The formal meeting closed at 22.05 hours

PUBLIC SESSION

The poor condition of The Common, due to the locating of a Builders Skip for building works at one of the adjacent properties, and the disruption and churning up of the grass was raised. The ground needs to be reinstated and it is suggested that a charge be made for this if not completed by the homeowner.

The Noticeboards were discussed and consideration given to providing a new board outside of the Village Hall to be aware of potential disorganisation / mess of items included on the board that would be seen by visitors and hirers.

The condition of the village hall car park and drive was raised as not safe for those walking to and from the hall, especially after dark, and for some vehicles, due to the large potholes. Cllr Nikiel explained that discussions are underway and quotes being obtained to resurface the areas with No.1 aggregate. This will be discussed at the January meeting.

The Chairman closed the meeting at 22.20 hours.

Chairman's Signature: R. Nikiel

Date: 8th January 2020