

# PARISH OF RADNAGE

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

**Present:** Councillors: Chairman Mrs Sue Jones, Ms Tamsin Addison, Mr Everton Merchant, Mrs Alex Ryan, Mr Peter Turner, Mr Graham Wass, Clerk (designate) Mrs Lin Freeth, County Cllr Carl Etholen and 2 members of the public.

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

The Chairman welcomed everyone to the meeting. Apologies for absence had been received from Gill MacKenzie (health reasons) and Cllr Mr Robert Nickiel (personal reasons).

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

There were no comments made at this stage.

### **MEETING REOPENED**

### **2. To confirm appointment of Councillor Merchant and to receive the Declaration of Interest and Acceptance of Office forms.**

The completed forms were duly completed, signed and received by the Clerk.

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

No declarations were made.

### **4. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 11<sup>th</sup> January 2017.**

The minutes of the meeting held on 11<sup>th</sup> January 2017 were approved with minor amendments to Item 11a paragraph 3 as proposed by Cllr Turner and seconded by Cllr Wass and agreed by all as a true and accurate record. The Chairman signed and dated the minutes.

### **5. Acceptance and signing of the Contract of Employment by the Clerk (designate)**

This document was duly agreed and signed by the Clerk (designate) and by the Chairman. A copy was given to the Clerk (designate) and another will be held on file.

### **6. 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.

### **7. Planning Applications.**

To consider Planning Applications for:

- a) Madles Lodge - *Householder application for demolition of existing dwelling and outbuildings and erection of 1 x 4 bed replacement dwelling with detached garage.*  
The council recorded: no objection to this planning application but noted a request that parking of any construction traffic on the road, which could impact on drivers visibility, is limited - especially if parking towards the junction with Radnage Common Road. Green End Road is well used and relatively busy, and is regularly used by horses, cyclists and pedestrians (all having to walk in the road). It is also subject to any works vehicle accessing the property only from the A40 via Mudds Bank into the village, and not via Hatch Lane as this is unsuitable and hazardous.

- b) The Elms - *Householder application for removal of existing outbuilding and erection of replacement outbuilding incorporating double garage and garden machinery store.*

The council recorded: their objection to the footprint of the proposed outbuilding as being too large to be considered "subordinate" to the house and disproportionately large as a garage and store. The position of the proposed outbuilding seems a long way from the house for it's stated purpose as a 'garage.'

The Parish Council request that should permission be given any HGV's and site traffic wishing to access the property should use a route from the A40, via Mudds Bank, as the village lanes and other routes of access are not suitable for such vehicles.

- c) Riven Oak Farm - *Householder application for construction of two bay tractor store and log store.*

The council recorded: their objection to increasing the amount of land occupied by outbuildings in Green Belt / AONB and stated that recent permission has been obtained for a triple garage with loft over and there are two existing outbuildings on the land/farmland that could be used/converted for the purpose stated on the application without adding additional buildings to the landscape. It therefore not thought to comply with Green Belt Policy to preserve openness of the countryside by re-using existing buildings. The planning statement submitted by the applicant does not describe why a tractor store is needed, why it is so large and so separated from the other buildings. If approval is obtained the council request that all ground waste is removed from site. The current groundworks have resulted in the spoils being dumped adjacent to neighbouring properties, and being clearly visible from the footpath. This current practice for the ongoing development on the site detracts from the scenic beauty of the AONB and impacts on the visibility and enjoyment of the AONB by neighbouring properties and those using the public footpath.

The Parish Council request that any HGV's and site traffic wishing to access the property should use a route from the A40, via Mudds Bank, as the village lanes and other routes of access are not suitable for such vehicles.

These consultee comments, as stated, were proposed by Cllr Wass and seconded by Cllr Ryan. All agreed and they will be submitted to the Planning Department at Wycombe District Council via PublicAccess. **ACTION: CLERK**

## 8. Finance

- a) The Clerk Gill MacKenzie had circulated the latest budget summary and no questions arose from this. She provided a statement that: *"as at 31 January 2017 the Treasurers Account had a balance of £13,032.91 and the Business Account a balance of £31,039.37 which includes interest during the month of £1.32"*
- b) The payments for January 2017 were approved as proposed by Cllr Addison, seconded by Cllr Merchant and agreed by all. Cllrs Turner and Ryan undertook the signing of the invoices and cheques.
- c) Future payments of invoices via BACS to Pace Fuelcare, a regular contractor, as authorised by Council was agreed as proposed by Cllr Wass and seconded by Cllr Merchant.
- d) A Mandate Variation form had been prepared for Cllr Merchant for the purpose of adding him as a signatory to the account. This was duly signed and returned to be progressed.  
A Mandate Variation form was also completed and signed to enable the removal of those signatories no longer required.
- e) Miss Pam Scott would be prepared to act as the internal auditor for this year. Miss Scott as been the Assistant Internal Auditor to Radnage Parish Council for the past 3 years, is an ex-Barclays Bank employee with 31 years experience.

She was their Accounts Supervisor with additional responsibilities for running the mechanised office and acting as Securities Clerk. Has been Treasurer for her church in Princes Risborough for several years and has acted as Assistant Treasurer to a County Youth Charity for 5 years, still continuing to frequently audit sub-committee accounts for them.

The appointment of Miss Scott as internal auditor is proposed by Cllr Jones, seconded by Cllr Ryan and agreed by all.

## **9. Risk Assessment**

- a) The Clerk (designate) confirmed that the monthly playground inspection report had been received. This is an insurance requirement. Cllr Ryan covered the various aspects of the report and how checks are carried out and advised that a date to complete the repairs to the boards alongside the hard court will be confirmed as soon as the necessary materials are delivered. The works are likely to be completed before the next meeting of the Parish Council. **ACTION: AR/RN**

## **10. Village Hall**

Thank you to Cllr Addison for planting the new tree on Radnage Common earlier today. It has been planted with a hosepipe to allow direct watering of the roots - especially important during spells of prolonged dry weather.

- a) Cllr Addison provided an update on the Village Hall landscaping project saying that the quotation received, as circulated for consideration, achieved all of the elements required, within the budget set - extending the patio step to the rear of the village hall, installing a ramp and fitting a rail; supply of posts to prevent vehicles entering the playing field or driving over the path; one day of repointing the worst areas of the patio and building an L shaped flowerbed by the front door - and so proposed that this is adopted so that works can be initiated. This was seconded by Cllr Turner and agreed by all. **ACTION: TA**
- b) Cllr Addison provided an update that she is in receipt of the replacement signage. Cllr Turner offered to drill and install the signs. There will be 2 signs outside the main door of the hall advising hirers of emergency contact details for the Village Hall team and information regarding the locking of the car park; a sign denoting emergency gathering point plus post and at the main gate a sign with bookings details and another car park sign. **ACTION:TA**
- c) The updating of the Village Hall Manual has been passed to Cllr Turner who has begun the review and started a schedule of works. A progress report will be received at the next meeting. **ACTION: PT**  
Cllr Ryan has been gathering information from other Village Halls in the area to create a comparison of rates charged, and hire packages offered, to ensure that we are competitive and attractive to potential hirers. It is agreed that the report will be completed ahead of the March meeting. **ACTION: AR**
- d) The old chairs that are now surplus to requirements have been offered via Contact and to Radnage School but they now need to find a new home and will be offered via freecycle for collection only. Cllr Addison has agreed to coordinate this. **ACTION: TA**

## **11. Result of discussions by the Village Hall team to use the Noticeboards at Stokenchurch Library, free of charge, for the purposes of advertising.**

Cllr Jones reports that publicity photographs of both the inside and outside of the village hall have been taken, as well as 'party' photographs, and that these will be used as part of the board being created for display. The word 'Library' will be used to identify potential bookings from enquiries made to measure the response from the use of the noticeboard. New booking requests will be asked where their enquiry originated from to track which advertising methods work best. **ACTION: SJ**

## 12. Open Spaces

- a) Following the verbal response via telephone, as noted at the January meeting of the Parish Council, a written response which matches that information, has now been received from the Camping and Caravanning Club regarding the issue of Certificates to their sites, annual inspections and the advice that anyone with any questions, comments or concerns about any of their sites should contact them directly at: The Camping and Caravanning Club, Greenfields House, Westwood Way, Coventry, CV4 8JH
- b) Cllr Ryan reported that the date scheduled for the necessary repairs to the backboards withing the playground will be within the next 4 weeks.

**ACTION: RN/AR**

- c) Cllr Ryan reports that there should be a notice stating the point of contact in the event of an emergency displayed within the playground. The details for this will be obtained and brought back to the next meeting.

**ACTION: RN/AR**

- d) A volunteer is sought to take on the responsibility for the safety of the bus shelters and maintenance of the 6 village Noticeboards. It is thought that the members of the public present may be willing and so this is deferred to the Public Session at the end of this meeting.

- e) A quotation has been obtained for the works required, as identified by Cllr Nikiel, at City Allotments and was previously circulated for consideration. The total amount is £620. Whilst no monies have been invested in the allotment sites for some while it is important to allocate funds for both the general upkeep, and for individual plots that have fallen into a poor state to enable these to find new tenants. A priority list needs to be compiled and an action plan of jobs formulated (to include an estimate of hours required, cost and equipment) to reduce expenditure, secure the vacant plots with interested potential tenants and satisfy existing tenants, and stagger spending moving forwards. Findings to be circulated to councillors and brought back for a decision at the next meeting.

Consider a review of the existing agreements to include payment of a deposit to cover any unforeseen expenses incurred should plots be left in a poor state in the future.

**ACTION: RN/GW**

Cllr Addison will contact WDC to enquire if the bulky items (tractor tyres) can be removed for a modest fee.

**ACTION: TA**

- f) Due to Cllr Nikiel's absence there is no update regarding the progress on the initiation of a tree survey. This is therefore deferred to the March meeting.

**ACTION: RN**

- g) Cllr Wass advised that following investigations and searching the archives in relation to the small parcel of Radnage Common including the small building/shed, it can be confirmed that there is a discrepancy between the two maps held - one including the part of the Common, over which clarification of ownership is being sought, and the other with it omitted. It has been identified that in 1968 Radnage Common was registered as a Village Green (VG) and appears as such on the Definitive Maps held by Wycombe District Council. Subsequently, in 2012, Radnage Parish Council registered Radnage Common with the Land Registry as Common Land with RPC as owner. One map does not supersede the other. One is a Definitive Map the other is a Title Deed. We do not hold any map that definitively confirms boundaries one way or the other, and so the anomaly needs to be resolved. A solution to this could be to submit an application for re-registration as the Village Green, as it was in 1968. This will be looked into further at no cost to the council. Any purchaser of 1, Chapel Cottages could potentially expediate this and pay the potential £2k fee to register and go through the application process for a Definitive Map Resolution Order. Cllr Wass will continue with further active investigation and will liaise with Hazel Rackham in the Definitive Maps Team, and will inform Cllr Etholen who has offered any assistance as required.

**ACTION: GW**

The Clerk will update the solicitors that further active investigation is continuing in due course.

**ACTION: Clerk**

- h) Correspondence was sent in relation to the request for a Deed of Easement for 1, Chapel Cottage following the last meeting so that a draft Deed could be prepared. Nothing further to report at this time.
- i) The quotation received from Mr Spratt, and accepted at our last meeting, for the Grass Cutting Contract for 2017 and 2018, was found to have omitted the required work at the War Memorial. The revised quotation has been submitted to include this and Cllr Jones proposed that this be accepted, seconded by Cllr Addison with all in favour. The Clerk will follow this up with a confirmation letter to Mr Spratt.

**ACTION: Clerk**

### **13. Parish Burial Ground**

The compost bin has become hugely overfilled and it appears that it is being misused for the disposal of general rubbish and dog excrement. Our Clerk has carried out some tidying and checked the large sign clearly stating 'Compost Only'. Ahead of the St. Mary's Snowdrop Teas Cllr Turner kindly removed approximately half of the compost material which was found to include lots of plastic wrapping, oasis, wire and pots etc. The situation will be monitored and referred to the next meeting.

### **14. Neighbourhood Plan**

All members of the council attended a Working Group Meeting, which took place on Thursday 2<sup>nd</sup> February at 7.30pm at the home of Cllr Wass, to discuss if we needed or wanted a Neighbourhood Plan, what version of the plan would be beneficial to Radnage and be cost effective, and then how this might be progressed. All councillors had carefully considered the CPRE/NALC information and the three options identified at this meeting, to take forward, were for a full Neighbourhood Plan; a Locally Focused Village Plan to suit the specific needs of Radnage; or to do nothing at this time and simply rely upon the Wycombe District Council Local Plan and previous Radnage Parish Plan of 2004. As being realistic and appropriate for Radnage the most favoured option was a locally focused plan to assist with how planning matters are managed, to improve communications, and as a mechanism to fully understand what residents want and what is important to them. To move forward with a locally focused plan was proposed by Cllr Jones, seconded by Cllr Turner and agreed by all. A Working Group Meeting is scheduled for March 2<sup>nd</sup>.

**ACTION: All**

### **15. Modernising Local Government**

Cllr Nikiel has been investigating this but in his absence there are no comments to make at this time. It is noted that both business cases have now been put forward to the Secretary of State - Bucks County Council proposing a new single unitary option and the four District Councils proposing 2 new unitary councils in Bucks (one in the North and one in the South). Cllr Etholen advises that a decision is likely to be made in March to be implemented in May 2019 to coincide with the District Elections. Parishes can make comments and Cllr Nikiel will be asked to communicate the thoughts of the Council, for or against.

**ACTION: RN**

### **16. To sign the updated and previously approved Burial Ground Guidelines**

The Chairman duly signed the official paper copy for the file.

### **17. Clerks Matters - including correspondence.**

- a) The Clerk advised that a letter had been received from the daughter of a long term resident of Radnage (of over 70 years) who had recently died aged 106 requesting permission to have a memorial bench on the Village Hall recreation ground. It was agreed that a suitable position would be found and a member of the council could attend at the time of installation. Further details as to size and type of bench will be obtained for approval.

**ACTION: Clerk**

b) The Clerk advised that a request for guidance had been received from the residents of Barley Hollow in Bennett End in relation to Bennett End Farm. They are seeking clarification of guidelines relating to necessary permissions for the closeboard fencing that has been erected around the property, the size and position of trees planted obscuring their light, maintenance of the trees/shrubs bordering the bridleway and ownership of the bridleway. It is suggested that the residents contact Wycombe District Council Planning Department, Bucks County Council Rights of Way Officer and the Land Registry (Definitive Maps) for advice.

It was noted that the road markings have been completed at the end of Green Lane where it meets City Road. Thanks to Cllr Wass for submitting the paperwork.

It was noted that the hedge bordering the field opposite The Crown has been trimmed in both height and width.

**18. Date of Next Meeting:**

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 8<sup>th</sup> March 2017 at 8pm**, to be held in the Village Hall.

The formal meeting closed at 21.53 hours.

**PUBLIC SESSION**

The two members of the public - Phil Channer and Elizabeth Fynn - attending the meeting volunteer to take on the responsibility for the safety and maintenance of the two bus shelters and the six village Noticeboards as referred to at item 12 d) above. The Chairman and councillors all extend their sincere thanks.

Cllr Etholen informs us that in a bid to address the KSI (Killed or Seriously Injured) rates on our roads that TfB Capital Funding is available for the 9.2km stretch of road from the A40 Junction with the M40 to the A4010 in West Wycombe which is one route that had 10 KSI crashes in the period 2012-14 and therefore qualifies for funding. It is anticipated that works will begin soon.

The Chairman closed the meeting at 22.03 hours

**Chairman's Signature:**

**Date:**