

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 9th JANUARY 2013 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robin Fawell, Vice-Chairman Ms Elizabeth Fynn, Mrs Sue Jones, Mr Lew Perring, Mr Roy Pitcher and Clerk: Mrs Gill MacKenzie

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting.

Apologies for absence had been submitted by Cllr Martin Blakstad (away on business) but were not received in time to be recorded at the meeting.

There were no members of the public in attendance so the meeting was not closed for a public session.

2. Declarations of any pecuniary interests.

No declarations of interests were received.

3. Acceptance and signing of minutes of Meeting of the Parish Council held on 12TH December 2012.

It was proposed by Cllr Jones, seconded by Cllr Pitcher with all in favour that the minutes of the meeting of 12th December be accepted as a true and accurate record. It was also proposed by Cllr Fawell, seconded by Cllr Jones with all in favour that the minutes of the confidential meeting held on 12th December be accepted as a true and accurate record. The Chairman signed and dated both sets of minutes.

4. Report on progress on items in the open minutes not otherwise included in this agenda.

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

5. Planning.

When the agenda had been prepared there were no outstanding planning applications, however, 2 applications had since been received and were to be considered by the planning team outside of formal meetings in order to meet the deadline for consultee comments:

27 Green Lane: Householder application for construction of a single storey rear extension.

65 Green Lane: Householder application for insertion of new bay window to front and fenestration alterations to side elevation.

ACTION: RF/MB/TT

6. Finance

a) The Clerk reported that as at 31st December the current account held a balance of £14,820.73 and the deposit account a balance of £22,079.74 representing 94p in interest. The monthly budget summary had been distributed and the clerk confirmed that these figures were prepared against the bank statements and were produced as at the end of the previous calendar month.

b) Payments for January 2013 were agreed and Cllrs Jones and Fynn undertook the signing of cheques.

c) The Precept for 2013/2014 was discussed in light of the latest information received from WDC regarding the Council Tax Support Scheme and its effect on the Council Tax base figure for 2013/2014. It was proposed by Cllr Fawell, seconded by Cllr Perring with all in favour that the Radnage Precept be retained at the same figure as 2012/2013 at £24,000.00. The Clerk was tasked with completing the Precept request.

ACTION: Clerk

d) It was proposed by Cllr Pitcher, seconded by Cllr Jones with all in favour to approve the payment of the Clerks Working from Home Allowance.

e) Whilst the Clerk was not present, Cllrs reviewed the hours and salary of the clerk and it had been agreed by all that the Clerk was to be retained on a 10 hour week basis with a salary increase in line with

the next Spinal Column Point. In addition, Cllrs agreed to pay £100 towards the cost of the Clerks annual internet facility. Cllrs expressed thanks to the Clerk for her work to date.

f) Following a brief discussion all agreed that the service provided by the new Village Hall cleaner was excellent and the Clerk was tasked with formally writing to convey the thanks of the council and to confirm her continued appointment following the initial 3 month trail period. **ACTION: Clerk**

7. Village Hall

a) The Village Hall Manager, Cllr Jones, reported that the outstanding fire extinguisher for the boiler room had been purchased with thanks to Cllr Fynn for her help with this. The fire detection upgrade had been carried out during the first week of January and much of the cost had been met by the gift of £530 presented by Cllr. Gibbs, Wycombe DC. New heating vents and ducting had been installed and the anticipated improvements to the heating system were being assessed. Thanks were due to Cllr's Fawell and Perring for their help managing this project.

It was known that the front door lock had become very difficult to operate. A temporary fix had been attempted prior to the replacement of the front door, windows and gutters due on 14 & 15 January. Following the last fuel purchase, Pace Fuelcare had provided a product safety sheet which had been filed in the V H Manual.

Cllr Jones advised that the hall bookings were still rather quiet and that the fund raising team were addressing the problem of marketing the hall in a more positive manner. In view of our income being under budget, the following bookings had been agreed: Stokenchurch Football club junior indoor football sessions on a Friday evening (6 – 7 pm) until Easter and a group providing professional dog training on Saturday afternoons (12 – 4 pm) until March involving about 6 – 8 dogs. This particular booking had been agreed on a trial basis. Weather permitting, the training would take place outside and the floor would be protected using the newly acquired mats and a substantial deposit had been taken.

Local resident Lucy Green had offered to run a Bridge afternoon in aid of the Village Hall funds in the New Year. The income would be shared with the WI as they had agreed to provide the tea. Cllr Jones remarked that she was very grateful for this offer to boost the funds.

A very competitive quote for Window cleaning had been received from “White Sparkle” and following a proposal by Cllr Jones, seconded by Cllr Fawell and agreed by all, arrangements for external cleans 4 times per year were to be made. **ACTION: SJ**

b) Cllrs considered the introduction of an annual maintenance of Village Hall heating boiler. All considered this to be an important requirement and it was proposed by Cllr Jones, seconded by Cllr Perring and agreed by all to accept a quotation from Air Systems Mechanical Services to undertake this work in 2013. **ACTION: Clerk/RF**

8. Open Spaces

a) There was no report on Burial Ground matters.

b) Thanks were expressed to Cllr Pitcher who had undertaken maintenance work to the track way within Chapel Allotments. Thanks were also considered due to allotment holder Roy Boulton who continued to periodically cut back laurel and bramble at the bottom internal edge of the allotment site.

c) There was no report on Common Land/Open Spaces matters

9. Risk Management.

Completed outstanding pages from the Risk Register were handed to the Clerk who reminded Cllrs of the Risk Management Working Group meeting due to take place at 8pm at White Cottage on Wednesday 16th January 2013. **ACTION: All**

10. Clerks Matters.

The Clerk did not have anything to bring to the attention of Cllrs.

11. Forthcoming Meetings and Attendees.

No other forthcoming meetings had been notified requiring representation from the council.

12. Date of Next Meeting:

It was noted that the next Ordinary Meeting of the Parish Council would be held on Wednesday **13th February 2013** at 8pm in the Village Hall.

There was no public session held at the end of this meeting.

The meeting closed at 21:08 hours.

Chairman's Signature:

Date:

Appendix 1

To record additional payments made in December 2012:

Cheque number 2498	Pace Fuelcare – village hall heating oil £882.45
Cheque number 2499	JKL – deposit for modifications to village hall heating system £1403.82

Cheques for approval and signing:

Cheque number 2500	Michelle Skidmore – Village Hall admin – December £292
Cheque number 2501	Debbie White – Village Hall cleaning – December £117
Cheque number 2502	G MacKenzie – clerks salary and expenses £382.28
Cheque number 2503	HM Revenue and Customs – qrtly tax return £282.00
Cheque number 2504	Radnage School – village hall deposit return £50
Cheque number 2505	Woodridge Cleaning Supplies £11.95 + VAT
Cheque number 2506	G MacKenzie – working from home allowance £500 - contribution towards internet costs for previous year £100
Cheque number 2507	D Glennerster – village hall deposit return £50

Direct Debit	BT – village hall telephone – 10 December £48.60 + VAT
Direct Debit	Southern Electric – Village Hall monthly direct debit £90
Direct Debit	Sita UK Ltd – Village Hall Waste £16.67 with a credit of £14.40 from a previous invoice.

To note:

Direct Debit	The Chiltern Society £25 annual subs – due 1 Feb 2013
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