

PARISH OF RADNAGE

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

Present: Councillors: Chairman Mrs Sue Jones, Vice-Chairman Mr Robert Nikiel, Ms Tamsin Addison, Mrs Alex Ryan, Mr Peter Turner, Mr Graham Wass, Clerk Mrs Gill MacKenzie, Clerk Designate Mrs Lin Freeth and 4 members of the public.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting. Apologies for absence had been received from County Cllr Carl Etholen due to a clash of commitments. A special welcome was made to 2 members of the public who were interested in becoming councillors.

MEETING CLOSED FOR PUBLIC SESSION

The Chairman offered the opportunity to hear from both potential councillors as to why they wanted to become councillors. Both Mr Chris Leo and Mr Everton Merchant gave a brief resume of their experience and professional backgrounds. The Chairman advised that a closed meeting would follow this meeting to decide who the council would like to fill the current vacancy.

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 14th December 2016.

The minutes of the meeting held on 14th December 2016 were approved with a minor amendment for a typographical error as proposed by Cllr Nikiel seconded by Cllr Wass 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 Applications.

There are no planning applications to be consulted upon however, 2 applications had been received since the production of the Agenda. The Clerk had asked for extensions to the deadlines for consultee comments until after the next meeting of the Parish Council. Therefore it was noted that the application for Madles Lodge required comment by 10th February, and The Elms deadline had yet to be formally accepted by the case officer.

6. Finance

a) The Clerk had circulated the latest budget summary and no questions arose from this. She advised that as at end December 2016 the Treasurers Account held a balance of £14,748.71 and the Business Account a balance of £31,038.05 representing interest of £1.28 for the last month. A Mandate Variation form had been prepared for the new Clerk Mrs Lin Freeth for the purpose of adding her as a signatory to the account and for online banking.

b) The payments for December 2016 were approved as proposed by Cllr Jones, seconded by Cllr Ryan and agreed by all; this included the authority to pay HMRC by BACS in future. Cllrs Addison and Ryan undertook the signing of invoices and cheques. As the invoice from the Village Hall cleaner had not been received in time for the meeting all agreed that Cllr Jones could approve the BACs payment on receipt of the invoice.

7. To note Clerk (designate) contact details and preferred method of working.

The incoming Clerk advised that she could be contacted by email and by mobile telephone at any reasonable time. She advised that she would be assessing the work level and balancing this with her daily schedule as she became more familiar with the requirements of the job.

ACTION: Clerk

8. Co-Option of New Councillor.

Cllrs noted that as no election had been called they had gone ahead with the search for candidates to fill the Casual Vacancy by Co-Option. 2 candidates were attending this meeting.

9. Risk Assessment

a) The Clerk confirmed that the monthly playground inspection report had been received. Cllr Ryan advised that repairs to the boards alongside the hard court were outstanding. Cllr Nikiel agreed to order the marine ply in the next week to enable repairs to be started.

ACTION: AR/RN

b) To review of the risk of potential lack of bookings for the Village Hall was considered satisfactory as bookings continue on a regular basis. It was noted that the Stokenchurch Library had offered the opportunity for free use of one of their notice boards to the council who might like to use this to advertise the village hall. The Village Hall team agreed to meet and discuss village hall matters and would consider this further.

ACTION: SJ/PT

c) The Chairman confirmed that a spot check of the visible audit trail of income and refunds for Village Hall bookings had taken place in October.

10. Village Hall

a) Cllr Addison provided an update on the Village Hall landscaping project saying that the bollards previously selected by the council were no longer in production. She advised that she was looking for suitable alternatives and all councillors agreed that their preference was for wood and not plastic. Costs would be sought for discussion at the next meeting.

ACTION: TA

b) Replacement signage was due to be ready for collection in the next week and Cllr Addison advised that it may be necessary to replace the post denoting the emergency gathering place. An updated sign outside the main door of the hall advising hirers of emergency contact details for the Village Hall team was needed. All councillors were asked to confirm that their contact numbers were up to date.

ACTION:TA

11. Open Spaces

a) The Clerk advised that as no response had been received from the Camping and Caravanning Club advising of their processes for monitoring and authorising certified sites she had telephoned them. They had advised that no letters had reached them and so an email version was sent direct to the relevant department and they had promised an urgent response. The advice given verbally was that anyone with any question or comment about their sites could be sent to them direct at: The Camping and Caravanning Club, Greenfields House, Westwood Way, Coventry, CV4 8JH.

Councillors were keen to record that residents should also feel able to contact their Parish Council if they had any issues they wished discussed and in this case, councillors thought that the implementation of a camping licence could be seen potentially as a planning issue under the limitations of permitted development. Upon the receipt of a response from the Camping and Caravanning Club this would be recorded in the next minutes.

Photographs sent to councillors allegedly showing an occasion when exceedance to the permitted number of caravans on the site was noted, councillors did not consider that this provided *substantiated evidence to enable us to act in that it was not a single photograph and was not time and date stamped. It was agreed that the address of the CCC be provided for the public to submit to.*

b) Cllr Nikiel advised that no real progress on allotment improvement project had been made due to the Christmas holiday period. He reported that the tenants of City Paddocks 1 and 2 had undertaken clearance work and had arranged for new posts to be installed where necessary. It was agreed that 2 of these posts should be paid for by the Parish Council and it was proposed by Cllr Turner, seconded by Cllr Ryan with all in agreement to accepting the quote of £15 in total for this work – which Mr Spratt had been asked to undertake and forward this part of his invoice to the Clerk.

ACTION: RN/Clerk

c) Cllr Nikiel that the work to initiate a tree survey was ongoing and that quotes were being pursued.

ACTION: RN

d) Cllr Wass advised that clarification of ownership of a small part of Radnage Common was being sought through solicitors acting on behalf of the owner of 1 Chapel Cottages, Radnage Common. A local search had identified an anomaly regarding a small parcel of land and clarification of ownership was required. Cllr Wass had investigated this challenge and thought that the main question was if there was a mistake in the registration of the Common Land and the maps associated with the records held with the Land Registry. Rectifying the potential mistake may result in a fee to the Council. Cllr Wass advised that it appeared in principle, that the Parish Council did not own the small bit of land and therefore it may be Council's decision to have no objection to correcting this mistake. Cllr Wass advised that he would be discussing the matter further with BCC and the Clerk agreed to provide archive material pertaining to the Common Land Project to Cllr Wass in the hope that his would provide further historical and useful information with his investigations.

ACTION: GW

The Clerk was asked to respond to the solicitor's letter advising that the investigation was being undertaken.

ACTION: Clerk

e) A request for a Deed of Easement for 1 Chapel Cottage had been received at the same time as the request for information regarding Item 11(d) above. It was proposed by Cllr Wass, seconded by Cllr Jones with all in agreement that as a precedent had already been set with adjacent properties, that this be acceptable to Council with the proviso that all fees were paid by the solicitors client. The Clerk was asked to advise both Council and the Clients solicitors so that the draft Deed could be prepared.

ACTION: Clerk

f) Quotations for new Hedge and Grass Cutting Contracts for 2017 and 2018 had been received and as permitted under the Parish Council Financial Regulations, it was agreed that a full tender process was not required. It was proposed by Cllr Addison, seconded by Cllr Turner with all in favour to accept the quotations provided by long-term contractor Mr Spratt. The Clerk would follow this up with a confirmation letter to Mr Spratt.

ACTION: Clerk

12. Neighbourhood Plan

Following brief discussion councillors agreed that they should investigate having some form of 'Neighbourhood Plan' – whether this be an official document or not; it would be useful to have some guidance and it would be easier to have grounds to support the views of local residents when making their decisions. All agreed that a discussion on the way forward on this topic was required and would be likely to include the aims and objectives of the document, the scope of the work and the timescales that might be helpful and relevant to the project. It was agreed to hold an initial working group meeting with as many council members as possible in attendance to start to look at how the Parish Council might pursue this, and that this would take place on Thursday 2nd February at 1930 hours at the home of Cllr Wass.

ACTION: All

13. To review and approve the revised Burial Ground Guidelines

The Clerk had circulated the revised Burial Ground Guidelines for consideration. These had been updated following the publication of new Oxford Diocese Churchyard Regulations (effective from 1 January 2017) and advice from the Diocesan legal department regarding the decision making process on memorials. It was proposed by Cllr Jones, seconded by Cllr Nikiel with all in favour that these new Guidelines be adopted by the Parish Council and the Chairman would sign the official paper copy for file.**ACTION: Clerk**

14. Clerks Matters - including correspondence.

a) The Clerk advised that The Secretary of State for Health had proposed an NHS wide plan for greater access by patients to their GP with GP's opening their doors to patients 7 days a week from 8am to 8pm. This proposal was being managed by Stokenchurch Medical Centre along with other practices within the local area.

b) Cllr Nikiel advised that he had been welcomed as a new parish representative to the Radnage Charity's Poors Branch.

c) The Clerk advised that the Secretary to the Green Lane Residents Association (GLRA) had advised that the request by the Council to be invited to attend meetings as are all residents and to receive copies of the minutes was being referred back to the committee.

It was noted that the GLRA had followed up their enquiry about proposed work to bury cables along part of Green Lane with SSE.

It was also noted that the request to introduce road markings at each end of Green Lane for safety was being considered further.

d) The Clerk advised that an email had been sent to all councillors to alert them to an update regarding the Modernising of Local Government.

e) The Clerk reminded councillors of the need to consider the draft contract of employment for their new Clerk, not wanting this requirement to 'drop off their radar'.

15. Forthcoming Meetings and Attendees.

a) Dates for forthcoming meetings of the Parish Council were agreed by all with one change to the date of the April 2017 meeting moving from 12th to 19th. After a short discussion it was agreed to keep the start time as 8pm but with a reminder to all that they must all be vigilant in keeping meetings as concise as possible with a finishing time of 10pm.

b) The Clerk advised that the next meeting of the South West Chilterns and Marlow Local Area Forum had changed to Tuesday 28th February 2017. Cllr Nikiel showed an interest in attending and was provided with details of the time and location.

ACTION: RN

16. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council was scheduled to take place on **Wednesday 8th February 2017 at 8pm**, to be held in the Village Hall.

The formal meeting closed at 21:50 hours.

The Chairman asked both potential councillors to say which area of work they might be interested in helping with to assist the Council in its deliberations. She thanked them both for attending and for their interest in the role.

The Chairman closed the meeting at 21:55 hours.

Chairman's Signature:

Date: