

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 10th JANUARY 2018 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Ms Tamsin Addison, Mr Everton Merchant, Cllr Mrs Alex Ryan, District Cllrs Shade Adoh and Saeed Saddique, and Clerk Mrs Lin Freeth.
There were 2 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 Peter Turner, Cllr Sue Jones, Cllr Graham Wass and County Cllr Carl Etholen.

MEETING CLOSED FOR PUBLIC SESSION

There were no comments made at this time.

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 Ordinary Meeting of the Parish Council held on 13th December 2017.

The minutes of the meeting held on 13th December 2017 were approved as proposed by Cllr Merchant and seconded by Cllr Ryan 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.

i) The Clerk reports that responses had been received following the request in Contact for information relating to residents Broadband Speeds achieved. This information will be collated by Cllr Addison. **ACTION: TA**

ii) The Clerk reports that the case officer appointed to the potential breach of planning at The Barn, Green End Road had provided an update. Further progress is still required to determine permissions and action to be taken. **ACTION: CLERK**

iii) The Clerk reports that further to the query relating to ownership of the grass 'triangle' at the junction of Bowers Lane and Green End Road, the Asset Register has been checked and this small piece of land is not included.

iv) The Clerk reports that further to the query relating to ownership of the boundary wall between St. Mary's Churchyard and the Parish Burial Ground no definitive details have been determined and this matter will be further investigated. **ACTION: CLERK**

v) The Clerk reports that the grass cutting contractor has been contacted to discuss the most suitable place to site the benches from the playground. It is suggested to position them allowing for a clear boundary, enabling access for strimming and grass cutting, and not directly against any hedge. For any benches remaining in the playground the long hedge that separates it from the playing field would be most suitable.

vi) The Clerk reports that our contractor has been contacted regarding the removal of ivy from the bus shelters, by cutting and/or spraying. The best course of action is being considered. **ACTION: CLERK**

5. Planning Applications.

To note planning decisions:

- Case Ref: 17/07381/FUL – Guelder Barn, City Road - Application Refused.
- Case Ref: 17/07382/LBC – Guelder Barn, City Road - Application Withdrawn.
- Case Ref: 17/07384/FUL – Guelder Barn, City Road - Application Permitted.
- Case Ref: 17/07385/LBC – Guelder Barn, City Road - Application Permitted.

Under Appeal:

Appeal Ref: APP/K0425/D/17/3184870 - 2 Green End Cottages Green End Road – Appeal Allowed.

To consider planning applications:

Pre-application consultation: SH/P1117/00989/LEV3 - Cross Lane Farm, Bennett End Road, Bennett End - *barn conversion to holiday let*

Receipt of the notification of a proposed planning application were acknowledged and the details relating to it, that were supplied by the applicant, were considered by Councillors. It was noted that appropriate steps had seemed to have been taken informing immediate neighbours and speaking with them in advance of submitting a formal planning application. It was noted here that the height of the proposed building might be a concern, however the Parish Council can only respond in the usual manner, and formal consultee comments made to the planning department, when we are formally consulted following submission of the full application.

17/08389/CLE - The Barn, Four Acres, Green End Road - *Application for Certificate of Lawfulness of Existing Use / Development. Use of The Barn as a detached independent dwellinghouse.*

The Council make reference to the Conditions of Acceptance of the original Application (No. 11/07589/FUL) relating to this property which stated that 'the accommodation/outbuilding hereby permitted shall only be used in connection with and ancillary to the occupation of the existing dwelling and shall not at any time be severed and occupied as an independent unit'. A response will be submitted to WDC. **ACTION: CLERK**

6. Finance

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 31st December 2017 the Business Account held a balance of £31,053.66 representing interest of £1.36 for the last month and the Treasurers Account a balance of £26,653.59
- b) Expected expenses have been received for the Village Hall cleaning, expenses and annual subscriptions, which were agreed in the Budget Plan, and have been included for payment. The payments for December 2017 were approved as proposed by Cllr Nikiel, seconded by Cllr Turner and agreed by all. Cllr Turner and Cllr Addison undertook the signing of the invoices and cheques.
- c) The Clerk reported that information regarding a reduction in the level of CTSS Grant for the year 2018-19 had been received, which did not make clear if this would effect the level of Precept, which was agreed at the December meeting of the Parish Council. The Clerk confirmed that following discussions with WDC it is only the CTSS Grant amount that will be reduced by 13.5% and so the Precept amount agreed will now be submitted as required. **ACTION: CLERK**

7. Village Hall

- a) Cllr Nikiel reported that the main gate lock had failed during December and that a new lock has been purchased. The locksmith was able to adjust the barrel so that the existing keys can still be used. Thanks are extended to Cllr Nikiel for resolving this situation. The Key Log has been checked and councillors will be provided with keys for the gate, front door and master key cupboard which will enable them to deal with any matters arising. **ACTION: RN**
- b) The matter of photographing the debris exposed during the first phase of clearing the overgrowth of the NE boundary of the Village Hall and obtaining quotes for its removal and levelling of the ground to assist with future maintenance of the area is deferred to the next meeting. **ACTION: RN**
- c) The bookings for rental of the kitchen space have been taking place and all seems to be going well. Cllr Jones has organised quotes for a cabinet and keys for the fridge, which would involve a new key barrel, and is now waiting to hear from them as to how they wish to progress. The company catered for over 100 children and staff from Radnage School for their Christmas Lunch on the last day of term, which was a great success and very much enjoyed by all, receiving rapturous applause.
- d) At the December meeting it was proposed that the bookings clerk be approached with regard to undertaking the weekly laundering of an estimated 12 village hall tea towels each week. This has been agreed and an amount of £5 per week will be paid as applicable. Proposed by Cllr Nikiel, seconded by Cllr Merchant, and agreed by all.
- e) Cllr Nikiel reports that in adding Wi-Fi the requirement is to have full coverage and for this a site visit would be necessary to test all areas, or routers would need to be provided. The quotations received to date are for approximately £40 per month. Cllr Nikiel will contact other Parish Councils to ascertain how they manage their Community Halls and will report back at the February meeting so that this matter can be finalised. **ACTION: RN**
- f) The matter of locating and providing a compost bin for spoils resulting from pruning around the village hall and from maintenance of the planters will be discussed with Jo Dudley and the situation on site monitored. The provision of a bin will be reconsidered at a future meeting if required. **ACTION: TA**
- g) Cllr Nikiel will take the water meter readings on Friday January 26th to coincide with the scheduled readings by our provider to ensure that they correlate. **ACTION: RN**
- h) The ongoing budget for replacement plants and maintenance of the planters was discussed and it was proposed by Cllr Addison, seconded by Cllr Merchant, and agreed by all to allow £30 per quarter for this purpose. A budget of £60 was agreed at the November meeting for the provision of topsoil. **ACTION: TA**

8. SSE

There is nothing further to report at this time.

9. Risk Assessment/Open Spaces

- a) The Clerk confirmed that the monthly playground inspection report had been received by Cllr Ryan. The report states that the bins are still okay, details have been included in Contact seeking volunteers for the National Lottery playground funding project and that the benches are still being moved around. One of the recently repaired basketball backboards has been covered with chalk graffiti 'art' which is assumed will weather off. If it remains measures for its removal will be discussed at a future meeting.
- b) The Clerk reported no volunteers have come forward at this time to create a 'Friends of Radnage Village Playground' account for a 'Big Lottery' funding application. Cllr Nikiel reported that he had been advised that no funds are available from the LAF for any playground equipment.

c) Cllr Nikiel reported that the burial ground is all as it should be with no problems at this time. Compost bin at 50% capacity. Roy Boults bench has been installed and looks very good. Not currently fixed in position with ground anchors. **ACTION: RN**

d) An update on the bus shelters and noticeboards will be received at a future meeting.

Cllr Nikiel reported that notices making a personal comment regarding a particular incident of dog fouling had been posted on at least 2 of the village noticeboards. This is not an acceptable way in which to convey any issues that a resident may have. The notices were removed. A reminder to dog owners of their responsibilities in clearing up after their dog will be included in Contact and on radnage.net **ACTION: CLERK**

e) Cllr Turner has volunteered to organise the removal of the tree stumps (to be cut at ground level) to the rear of the War Memorial, to scatter bulbs and to cover with topsoil. Daffodils and late flowering Autumn crocuses were suggested. It was proposed by Cllr Nikiel, seconded by Cllr Merchant, and agreed by all that a budget of £30 for bulbs and £100 for topsoil be allocated for this. **ACTION: PT**

10. Locally Focused Village Projects

Cllr Wass was not present at this meeting so nothing further to report at this time. **ACTION: GW**

11. Speeding Traffic

Having investigated a number of possible measures an MVAS device is believed to be the most appropriate in providing an efficient, long-term solution for the traffic calming objectives in and around the village. Cllr Nikiel reports that four sites have been identified for the MVAS to be used: City Road, Green End Road (2 sites) and Sprigs Holly Lane. The funding application, to be submitted to the LAF ahead of their next meeting on February 6th, will be for 50% of the cost of the MVAS device. Public Liability Insurance of £5m is required which is already in place in excess of this level. The insurance company will be approached to see if additional cover is required to cover the unit itself against theft or damage. Cllr Nikiel proposes that the MVAS to be purchased should be of the type displaying the actual speed of the approaching vehicle coloured red if speeding or green if within the limit. It will collect data which can be downloaded, providing statistical information, and used to further control speeding. It is proposed by Cllr Turner, seconded by Cllr Addison, and agreed by all to support this proposal and give authority to Cllr Nikiel to proceed. Residents who have previously expressed an interest in assisting with the control within the village will be approached to ascertain if they might be prepared to be involved in overseeing the MVAS and its maintenance (periodic charging of the batteries, etc). Training would be provided. (This project was considered as part of the Action Plan and funds of up to £5k allocated to it within the budget set for 2018-19) **ACTION: RN**

12. Hedges

The Clerk reports that the owner of the property that borders City Road from the junction of Green Lane has committed to cutting back the hedge which has become very overgrown and has appointed tree surgeons to undertake the works. Other properties with problematic overgrown hedges/foliage will be visited personally by the Parish Council. **ACTION: CLERK / ALL**

13. Introduction of GDPR (General Data Protection Regulation) in May 2018

Relevant training courses have been attended by the Clerk and Cllr Nikiel, policies will be prepared as required and in good time, new contact email addresses supplied for each councillor will be implemented for all correspondence, councillors will remove all previous correspondence from their personal email accounts, and will ensure that all data held by them is secure across all devices. A complete back-up of all data files held by the Clerk will be carried out every 6 months and held securely at the Village Hall. **ACTION: CLERK / ALL**

14. Radnage Pools Land Estate Charity.

The Clerk reported that the Parish Council have been asked to consider and agree upon the proposed Review of Procedures for the election / re-election of Parish Representatives to the Radnage Pools Land Estate Charity. It appears that the revised document has some important differences / variations in emphasis from the one it replaces. The points raised were considered, but due to the reduced number of councillors being present at this meeting this matter is deferred to the February meeting to allow for full and proper consideration and comments. The Charity will be informed of this. **ACTION: CLERK**

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

a) Proposed memorial for Roy Pitcher - The council agree to the application as being in accordance with the Diocese of Oxford Churchyard Regulations. **ACTION: CLERK**

b) Tap at Chapel allotments – a new tap to replace the one that has failed will be installed. **ACTION: RN**

c) Park Homes consultation – policy consultation request previously circulated to councillors for comment directly to NALC if required.

d) Safety of users in Green Lane / large vehicles – following concerns raised by a resident Cllr Nikiel visited the vehicle owner concerned to discuss appropriate actions and to view the entrance and surrounds. Assurance was given by the owner of the company's commitment to driver training, certifications held and maintained, and that the driver in question had been spoken to about the reported incident. An offer to install a mirror opposite the site entrance, to improve visibility, at no cost to the Parish Council or residents will be gratefully accepted. This matter has been raised with the Chairman of the GLRA who have been asked to reiterate to their residents that they, their visitors and delivery companies exercise caution along the road and observe the 15mph limit. The matter of the hedges which may impact on this situation is in hand as mentioned at Item 12. above. **ACTION: RN**

- e) RPC Meeting February 7th – this agreed date conflicts with an existing booking of the village hall. Use of the small hall will be explored as a solution or an alternative date / venue will have to be sought.
- f) Burial Ground – to note that the burial of Christopher Towell took place in the Parish Burial Ground on December 22nd.

16. Forthcoming Meetings and attendees.

- a) To agree attendance at any forthcoming meetings.
 - South West Chilterns & Marlow LAF - 6th February 2018 – Hambleden Village Hall - Cllr Nikiel will attend.

17. Date of Next Meeting:

The next **Ordinary Meeting** of the Parish Council is scheduled to take place on **Wednesday 7th February 2018 at 8pm**, to be held in the Village Hall. **TBC**

The formal meeting closed at 21.50 hours

PUBLIC SESSION

Residents attending the meeting did not wish to make any comment.

The Chairman closed the meeting at 21.55 hours.

Chairman's Signature: R. Nikiel

Date: 7th February 2018