

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON THURSDAY 14<sup>TH</sup> JULY 2016 AT 8 PM IN RADNAGE VILLAGE HALL

**Present:** Councillors: Chairman Mrs Sue Jones, Vice-Chairman Mr Robert Nikiel, Ms Tamsin Addison, Mr Lew Perring, Mrs Alex Ryan, Mr Peter Turner and Clerk Mrs Gill MacKenzie and County Councillor Mr Carl Etholen.

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

The Chairman welcomed everyone to the meeting. Apologies for absence had been received from District Councillor Shade Adoh.

As Cllr Ryan needed to leave the meeting early, several items on this agenda were taken out of turn. These minutes reflect the items in agenda order.

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

Cllr Etholen gave his apologies for not being able to attend several previous meetings and offered his assistance in the form of a small grant towards the cost of repairs and maintenance to the village hall floor (item 11c refers).

### **MEETING REOPENED**

### **2. To confirm appointments of councillors and to receive acceptance of office from new councillors.**

Cllr Coggrave had tendered his resignation with immediate effect for personal reasons, having to spend much of his time overseas. The Clerk advised that the Casual Vacancy process would need to be followed and that she would advertise this in the next few days.

**ACTION: Clerk**

All councillors completed renewed acceptance of office proforma.

### **3. To receive updated declarations of interests by all councillors.**

All councillors were provided with copies of the declarations and asked to review the criteria and complete up to date disclosures and return them to the Clerk.

**ACTION: All**

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

No declarations were made.

### **5. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 8<sup>th</sup> June 2016.**

With a minor emended to delete the word "IT" from the paragraph in the public session, it was proposed by Cllr Nikiel, seconded by Cllr Perring with all who had been present, in favour that the minutes of the meeting held on 8<sup>th</sup> June 2016 be accepted as a true and accurate record. The Chairman signed and dated the minutes.

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

- It was noted that arrangements to prepare a folder for the old photographs was outstanding.
- A meeting in Stokenchurch about the planning concerns and suspected infringement of regulations at the site adjacent to Mudds Bank had been attended by Cllrs Addison and Jones accompanied by Mr John Hornsey. Cllr Jones and Addison reported that a good debate had ensued regarding the process that needed to be followed and that a strong feeling among attendees that more should be done. Cllr Addison had made a point of offering the support of Radnage PC with this situation. Whilst most of the work appeared to be allowed through

permitted development, one or two aspects were subject to a Stop Notice issued by Bucks County Council. Cllr Etholen advised that he was aware of the concerns and would ensure that Radnage PC would be given sight of any future email conversation regarding the complaints for information. Cllrs asked that the Clerk remind the Chairman of Stokenchurch PC that due to our common concerns Radnage PC continue to offer their support – and that Stokenchurch PC be reminded to tell us what they would require from us in this. **ACTION: Clerk**

## **7. To review responsibilities of all councillors.**

After a brief discussion the following share of roles and responsibilities were agreed:

- **Planning:** all councillors would be asked to comment on planning issues recognising that to meet deadline responses many of the applications need to be considered outside of a meeting. Cllr Perring agreed to be a reserve member of the team as he did not have access to the internet. The Clerk would then be responsible for entering the co-ordinated response on the portal (to WDC).
- **Village Hall:** Cllr Jones agreed to continue to act as Village Hall Co-Ordinator with assistance from all existing councillors when the need arose. Cllr Turner agreed to assist with co-ordinating maintenance requirements with back up provided by Cllrs Addison and Perring.
- **Open Spaces:** Cllr Nikiel agreed to continue to be responsible for the allotments together with tree inspections and maintenance and any aspect concerning Common Land. Cllr Perring offered to assist with any minor outdoor maintenance requirements. Cllr Ryan agreed to take on the management of the playground and any liaison with the school or other school related tasks.
- **The Clerk** agreed to continue to deal with aspects of work relating to grass and hedge cutting requirements, reporting conditions of notice boards, burial ground and war memorial matters and aspects of a administrative nature regarding the allotment fields, rental agreements and grazing licences.

- **Projects:**

It was agreed to continue to appoint Project Officer's for dedicated investigations or projects undertaken by, or on behalf of the Parish Council. This might be a resident but a councillor would always be asked to be the point of contact between the volunteer and the council – where decisions would always be taken.

- **Landscaping of Car Park and Surrounds** and any enquiries or work connected to 'Ponds'. Cllr Addison agreed to act as Project Officer for this initiative.
- **Black Barn:** Cllr Perring had taken this over in recent weeks and agreed to continue to be the council representative, liaising as necessary with the Parish Council.
- Any other projects would be tackled in turn and only once a Project Officer was identified.

## **8. Planning Applications.**

- a) To note councils response to planning application for 34 Green Lane: Householder application for construction of 1 x side dormer window, 1 x front and 1 x side rooflights and increase width to existing rear dormer window. There were no objections raised. **ACTION: Clerk**
- b) A suggestion regarding a Secondary School for Stokenchurch/Radnage had been raised in an email from Cllr Adoh and copied in to Radnage PC. The email was seeking some feedback from the Stokenchurch Community Action Forum on a proposal for a Secondary School in the area. Whilst councillors were not convinced that there was real potential for a local Secondary School, Cllr Ryan agreed to keep a watching eye on the discussions. The Clerk was asked to ensure Cllr Ryan was included in future correspondence. **ACTION:AR/Clerk**

## 9. To consider impact of draft Local Plan.

Whilst councillors had been made aware of a draft Local Plan issued by WDC, the expected leaflet drop with the details had failed to reach 4 out of the 7 councillors/clerk present at this meeting. Whilst all considered that the impact on Radnage was little or nothing, the information might have provoked personal comments by residents. As it appeared that the leaflets had not reached all households, the Clerk was asked to report this disappointing situation back to WDC. **ACTION: Clerk**

## 10. Finance

a) The Clerk had distributed the budget summary and no questions arose from this. The Clerk advised that at the end of June the Treasurers Account had a balance of £23,571.12 and the Business Account a balance of £21,032.00 which included interest of 89 pence.

b) A Bank Mandate form was issued to Cllr Ryan for completion and return to the bank. A Mandate for Cllr Turner would follow once the amendment to include Cllr Ryan had been completed. **ACTION: AR**

c) Payments for June 2016 were approved as proposed by Cllr Jones and seconded by Cllr Addison. Cllrs Nikiel and Perring undertook the signing of cheques.

d) The Clerk advised revised dates for intermediate audit as 1<sup>st</sup> July to 11<sup>th</sup> August.

e) A suggestion to review and compare charges of electricity was thought worthwhile. The Clerk was asked to investigate. **ACTION: Clerk**

## 11. Village Hall

a) The question of the loose loo seats had been addressed and Simon Watts had been in contact with the Cubicle Centre to try to resolve the problem. As a temporary fix, the bolts have been given a coat of silicone to keep the nuts in place. The supplier had been asked to provide a long term solution which was fit for purpose. It was noted that the urinals need a maintenance programme to include the replacement of power balls.

b) Cllr Jones reminded everyone that she was still hopeful that the ex-masonic chairs might still be available for use in the hall and that a sum of £500 had already been allocated in the budget for their purchase. **ACTION: SJ**

c) Cllr Jones reported that a recent spell of high humidity weather had once again caused problems with the hall floor which had 'erupted' in several places. Cllr Turner had been able to affect some immediate repairs however; this was an ongoing problem due to lack of expansion joints and the age of the original adhesive used when the floor was laid. Quotes for refurbishment of the floor had been received from two companies and details had been distributed. It was agreed that following further details and discussion with the companies, the work should be carried out as soon as possible, particularly during the quieter month of August. Cllrs would agree the best course of action, with a minimum of three being in agreement, without further recourse to a PC meeting. A sum of up to a max of £2,500 was agreed to fund this work, proposed by Cllr Jones, seconded by Cllr Nikiel and all in favour. It was likely that a new floor polisher would also be required to enable to refurbished flooring to be better kept.

Cllr Etholen offered a sum of money (circa £300) from his Community Leaders fund to assist with the refurbishment. The Clerk would forward the bank details to him for an electronic transfer to be made. **ACTION: Clerk**

d) Cllr Addison agreed to review the condition and need for official signs regarding safety and property in and around the village hall and report back. **ACTION: TA**

The Clerk asked if the fire safety certificates had been received following the recent inspections. **ACTION: SJ**

## 12. Open Spaces

a) A request for a Memorial for the late Roy Boulton had been received which, if agreed by council, would need to be referred for faculty. The Clerk advised that she had been in consultation with both the stonemason and Rev Linda to seek views on the design and the best way forward. All councillors agreed that the request was acceptable to them all so long as the designs were within the size dictated in the Diocese of Oxford Guidelines for Churchyards and that there was to be no gilding. It was proposed by Cllr

Nikiel, seconded by Cllr Perring with all in favour that this design be endorsed and forwarded for a request for faculty.

**ACTION: Clerk**

The Clerk advised that a metal bench which had been owned by the late Roy Boulton had been offered by his brother for use in the parish burial ground. Councillors accepted this donation with gratitude.

b) The Clerk advised that a Memorial request for the late Joshua Beavis (age 1) was likely to be received, albeit that a memorial could not be erected until at least 6 months after the burial date. It was believed that the family were considering a child-sized headstone and the Clerk advised that, as with the burial, no costs would be submitted (child under the age of 16 years). It was suggested that if the family were to consider a full size headstone, there would be no charge if it were to be erected at this stage.

**ACTION: Clerk**

c) Cllr Perring advised that the demolition of the Black Barn was scheduled to take place on Friday 22<sup>nd</sup> July 2016. Letters had been prepared for all residents living around and using the common to advise them and offering alternative parking at the village hall car park for the duration of the work. **ACTION: LP** It was agreed that a full survey would follow the demolition to assess any follow up action and to decide on the siting of a tree or plaque as a memento of the barns presence in the village.

d) Cllr Nikiel agreed to undertake a survey of all allotments and to propose actions and a process for dealing with overgrown allotment plots and any poorly managed plots. His survey would include any overhanging trees, overgrown hedges and general maintenance requirements.

**ACTION: RN**

e) The annual inspection of the Childrens Playground had been received and copies distributed to councillors responsible for information and action as applicable. The Clerk reported that she had spoken to the inspection company and requested that an accompanied inspection be arranged the following year, at a separate cost to RPC (expected to be £35 in addition to the fees requested by WDC) Cllr Nikiel was to arrange a handover of the playground management responsibilities to Cllr Ryan who would undertake future regular inspections.

**ACTION: RN/AR**

f) Cllr Nikiel advised that he had been investigating the provision of additional road signage and had found this to be a complicated issue. Whilst signs were already evident to advise that many of the roads were unsuitable for HGV's, further weight or width restrictions (excepting access) could not be enforced and was practically impossible to monitor successfully. He would provide a full report with any recommendation for any relevant further action at the next meeting.

**ACTION: RN**

g) The Clerk reported that another 'complaint' about overgrown hedges had been received, this time along City Road opposite the row of cottages and including the area around the post box. The Clerk would raise this issue with Transport for Bucks, and include the unsuccessful attempt to get the owner of the hedge at the corner of Green Lane and City Road to cut their hedge, in her request for assistance.

h) The Clerk advised that an email complaining that delivery vehicles were still calling in to a resident's property to ask for directions or turning in his driveway. This matter had been raised in council in September 2015 and a recent canvassing of some of the residents by the Chairman had not suggested this to be a real problem. Following a short discussion it was decided that the council would not be pursuing this matter further.

### **13. Clerks Matters – including late received correspondence.**

No further correspondence had been received.

### **14. Forthcoming Meetings and Attendees.**

No forthcoming meetings were scheduled.

**15. Date of Next Meeting:**

The next Ordinary Meeting of the Parish Council was scheduled to take place on **Wednesday 14<sup>th</sup> September 2016 at 8pm**, to be held in the Village Hall.

THERE WAS NO FURTHER PUBLIC SESSION

The meeting closed at 22:22 hours.

Chairman's Signature:

Date: