

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 12th JULY 2017 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Vice-Chairman Mrs Alex Ryan, Mrs Sue Jones, Mr Everon Merchant, Mr Peter Turner 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 Tamsin Addison and Cllr Graham Wass.

PUBLIC SESSION

There were no comments made at this stage.

MEETING REOPENED

Item 10 of the Agenda is to discuss the requirement of a defibrillator within the village. This will be discussed here as we welcome Ian Jones, a paramedic and the Community Defibrillation Officer at the South Central Ambulance Service, who attended our meeting to provide us with information regarding a Public Access Defibrillator (PAD). It was explained that whilst we have fantastic community first responders they are not always available and so by having a PAD / AED (Automated External Defibrillator) in the village it will work alongside our CFRs to provide 24/7 cover. A PAD is kept in a locked or unlocked heated cabinet on the outside of an easily accessible, well known public building such as the village hall, school, pub etc. with the optimum distance away from the patient being 5 minutes. 190k people per annum suffer a heart attack and of those 30k have a cardiac arrest which can be helped by an AED. Sudden cardiac arrest, having no warning, at all effects around 60k people and an AED is the only effective cure. When calling 999 the operator will provide details of the location of the nearest PAD and the access code whilst an ambulance is on its way. There are various types and brands of device available and Ian demonstrates one of them to show how simple they are to operate by simply turning on and following the clear audible instructions. The cost of a PAD and the cabinet would be between £1500 and £2200 +VAT (replaced every 10-15 years) plus fitting, with ongoing expenses for replacing the use-once pads (£25), the battery which lasts approx. 2 years or 200 shocks (£150) and electricity of £30-60 per annum for the heated cabinet. Ian kindly offered to provide an awareness session to introduce people to an AED should we go ahead with this. With Radnage being so geographically spread the location of any device and the time taken to access it by residents in an emergency must be carefully considered.

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 14th June 2017.**

The minutes of the meeting held on 14th June 2017 were approved as proposed by Cllr Jones 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.**

There were no items to report.

5. **Planning Applications.**

To consider Planning Applications for:

- a) 17/06508/LBC Town End Farm – *Listed building application for the construction of a single storey rear orangery.*

The Council recorded no objection to this application and noted that it would be subject to rules for G2 listed buildings, standard planning rules and neighbour comments. The Parish Council requests that should permission be granted any HGV's and site traffic wishing to access the property should plan their route carefully as the village lanes are not suitable for such vehicles.

- b) 17/06592/FUL Greenway, Green End Road – *Householder application for construction of detached garage with store over and associated driveway.*

The Council considered the site history of this property and request that a restriction be imposed on any future connections to the house to create additional accommodation which would then exceed the allowable 50% development increase, taking into account the potential for living space within the garage - having plumbing and generous roofspace. All considerations to be in accordance with Policy GB6.

The Parish Council requests that should permission be granted any site traffic accessing the site 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.

6. Finance

- a) The Clerk had circulated the latest budget summary and no questions arose from this. The Clerk advised that as at 31st June 2017 the Business Account held a balance of £31,045.79 representing interest of £1.32 for the last month and the Treasurers Account a balance of £19,957.36
- b) Thames Water no longer hold a licence to provide commercial water and so the Village Hall account has been transferred to Castle Water. As they had not provided the required paperwork the amount payable for the period Jan-April had become due ahead of this meeting. The Clerk sought authority to pay the amount and, as they will be a regular supplier, also requested that payments be made electronically beginning with this first payment. An agreement to pay via BACS was agreed via email by: Cllr Nikiel, Cllr Ryan, Cllr Jones, Cllr Wass and Cllr Turner.
ACTION: CLERK
- c) The invoices from G. Spratt for hedgecutting and grasscutting were received and included for payment. The payments for June 2017 were approved as proposed by Cllr Ryan, seconded by Cllr Merchant and agreed by all. Cllr Ryan and Cllr Turner undertook the signing of the invoices and cheques.

7. Village Hall

- a) Cllr Addison was not present but it was confirmed that the left over materials from previous works have been removed and recycled. It is noted that the boundary of the village hall grounds and hedge adjoining 2 Green Lane are not cut and have become very overgrown. Cllr Jones will look into any history regarding a previous reason for this (wildlife area etc) and report to the Clerk who will then discuss this matter with our contractor.
ACTION: CLERK
- b) i) Cllr Turner reported that the fire extinguishers, smoke detectors and first aid kits had been checked today and that Cllr Nikiel had checked the fridges, freezers and cookers. To address the ongoing smell from the urinals due to a leak onto the floor by the partition wall Cllr Turner has obtained the parts and completed the repair to replace the connections and clean the area affected. Many thanks Peter. The urinal balls need to be replaced.
ACTION: PT
ii) The statutory check required for the Fire Alarms, Emergency Lighting and Fire extinguishers will be carried out by EHT on Monday July 17th from 9.30am. Thank you to Carol Eden who has kindly offered to facilitate access. Nobody needs to be present for the the visit.
iii) The sound panels were noted at the last meeting as looking uneven. These have been checked and they are not loose but have sagged slightly as attached to the boards. The fittings will be checked via the loft space.
ACTION: RN
It was previously advised that the panels be taken down and cleaned of dust on a regular basis. This will be included in the maintenance schedule to be done every 24 months.
ACTION: PT
iv) One of the windows alongside the main entrance has condensation as the glazing panel has failed. It is not a risk but looks unsightly. The guarantee will be checked with proof of purchase to see if this is within the guarantee period.
ACTION: CLERK
v) The chain at the War Memorial had been repaired and attached securely to the brickwork but the brick has now come out and needs to be re-cemented. Cllr Turner will undertake this repair. Thank you.
ACTION: PT
- c) A request has been received from our provider to increase the hourly rate of pay for cleaning services. It is proposed by Cllr Jones, seconded by Cllr Nikiel, and agreed by all that as part of an ongoing review the contract be put out to tender to obtain a minimum of 3 quotations for our cleaning requirements. When spending precept money a further increase cannot simply be agreed. This information will be communicated to the current provider who will also be invited to submit a quote. As there is no meeting of the Parish Council in August a decision cannot be made until September/October.
ACTION: CLERK

8. Risk Assessment

- a) The Clerk confirmed that the monthly playground inspection report had been received. Cllr Ryan reported that the base of the chin-up bars has been damaged over time by strimming etc and whilst it is of no safety concern it may benefit from some remedial work to protect it. The matting beneath the grass to protect those using the slide is creating some debris and could be exacerbated by grass cutting and the dry weather. This is noted and will be monitored. The bins are still being emptied. New signage is due to be attached to the entrance gate and the business case for funding application has been chased up.
ACTION: AR
Correspondence has been received to 'win up to £40k' for play equipment. Cllr Merchant will look into this on behalf of the Council.
ACTION: EM
- b) It was requested by the Parish Council that a representative be present for the Annual Play Area Inspection scheduled for this month. We were notified that this would incur an additional 'accompanied visit' fee of £35 and a precise time could not be confirmed due to unexpected variances. It was therefore decided not to pay any additional amount. The comprehensive report, that includes colour photographs of all equipment and the area, will be provided when the inspection has taken place.
- c) Cllr Nikiel reported that the replacement of the backboards has now been completed. Thank you Robert.
- d) Cllr Nikiel reported that following the request to site a Butterfly Cage at Chapel Allotments this has been discussed with the allotment holder and will now actually be placed elsewhere as an alternative site has been offered by a local resident. There appears to be a need to re-assess the ruling on livestock and to review the current situation. A request has been received from a potential plot holder to have chickens which, at this time, has been refused.
ACTION: RN

Whilst recent hedgecutting was taking place the roof of a plot holders shed at City Allotments was damaged by the flail. Materials to make a repair have been provided and the contractor has been advised. The time of future cutting will be advised to the allotment holders by the Clerk. **ACTION: CLERK**

An enquiry for the remainder of City allotments has been received. This is in poor condition but the prospective tenant is happy to clear the site as required but will be made aware of the limitations of access for larger machinery. Other enquiries have also been received as well as a new tenant who is considering a plot at a different site. Cllr Nikiel will reassess the allotments and their allocation. **ACTION: RN**

- e) Other matters arising - Cllr Jones reported that the compost bin situated within the parish burial ground at St. Mary's Church is now full once again and needs to be emptied. The PCC will be approached to perhaps share the responsibility of this in future as it is also used by the churchyard. On this occasion it is proposed by Cllr Jones, seconded by Cllr Nikiel, and agreed by all to instruct our contractor to carry out the emptying of this bin as per his recent quote of £35 **ACTION: CLERK**

It will be scheduled to carry out an Annual Burial Ground Risk Assessment. **ACTION: RN**

9. Data Protection

Cllr Nikiel reported that there is no final decision at this time as to whether Parish Councils will be directly affected by the new GDPR rulings in May 2018. It is proposed to make 'good practice' based guidelines regarding the handling of personal and financial data. BALC will be providing training in relation to GDPR & FOI in November. Cllr Nikiel has agreed to check the situation in relation to ICO registration and continue working towards data guidelines. **ACTION: RN**

10. Defibrillator

Information regarding the provision of a defibrillator was discussed at the start of this meeting in a presentation by Ian Jones. It will be considered further at our September meeting in relation to fundraising for this within the community, asking for financial support, its preferred location, our budget for this year/planning for next year and ongoing costs. **ACTION: CLERK**

11. Thames Valley Air Ambulance Clothes Bank

All councillors voted against the siting of a Clothes Bank within the grounds of the village hall.

12. NHS Clinical Commissioning Groups

The NHS Clinical Commissioning Groups in Buckinghamshire have offered to speak with community groups regarding local developments and changes in community based healthcare services. Radnage PC has approached Stokenchurch PC to provide a joint meeting so that all residents and interested parties can attend a larger event to obtain the best possible information and feedback. The commissioning group has been offered suggested dates and we are awaiting a response. The event, when confirmed, will be publicised via the noticeboards, website and social media.

13. Projector

Following the demise of the existing projector at the village hall Rev Linda Richardson most generously donated a replacement machine for our use which will be welcomed by the various groups and associations that may have need of it for meeting and events. Our enormous thanks are extended to Linda for this.

14. Chiltern Conservation Board

Information was received regarding this scheme which hopes to obtain Heritage Lottery Funding to improve places for wildlife, and to conserve natural and historic landscape features, inspiring local people to get involved. There will be a number of workshops around the Parishes and we will offer the use of the village hall if a venue is required. **ACTION: CLERK**

15. WDC Planning Department Representative Visit

The Planning & Sustainability Dept at Wycombe District Council were contacted to ask if they would consider attending a future meeting of the Parish Council to provide some insight and further information to assist us in providing valuable and comprehensive comments for consideration, both to assist the planning department and to protect our rural village/AONB and the interests of our residents now and into the future. The dates were provided and it has been agreed that Alastair Nicholson, Development Manager, will attend our meeting on October 11th and will discuss such matters as enforcement, the green belt/AONB, considerations that should be taken in to account, advice on specific policies from the AONB perspective, rural appearance, and whether the consultee feedback we give is of value, how we could do it better and if we should always quote policy. There will then be a Q&A session. The 'Planning Meeting' will begin at 7.15pm ahead of our Ordinary Meeting at 8pm. This will be publicised on the noticeboards, website and via social media. **ACTION: CLERK**

16. SSE Planned Works

The council has been advised by SSE that works for the undergrounding of the section of overhead line from 19 Green Lane to the Transformer pole next to the Village Hall has been scheduled for the week of 21/08/17 to 25/08/17. There are no planned outages during this time but we must be aware that this is a possibility.

There is a planned power shutdown on August 30th between 0900 and 1600hrs which will effect the village hall and many other areas/properties. Final confirmation of the day/s and times of any works will be notified to us and SSE will notify any and all residents effected. The dates will be checked against diary bookings and hirers will be forewarned to minimize any disruption. **ACTION: CLERK**

Also to note are works planned to reduce foliage growth with the schedule and dates yet to be advised. Pole work in the village has begun.

17. Speeding Traffic

Information and a request for volunteers to be involved in a Community Speedwatch Programme to tackle speeding vehicles through the village was included in Contact but there has been no response to this. Stickers to put on residents wheelie bins displaying the speed limit are no longer available from WDC. Details of a public survey, between June 21st and July 6th, about a new Freight Strategy were posted on Radnage.net to enable individuals and businesses to have their say and influence the development of the strategy.

18. Terms of Reference

The Planning Committee Terms of Reference document was prepared and circulated to all councillors. It was proposed by Cllr Turner, seconded by Cllr Jones, and agreed by all those present that they be accepted and adopted. The document was then signed by the Chairman Cllr Nikiel and the Vice-Chairman Cllr Ryan.

19. Locally focused village projects

Cllr Wass was not present at this meeting to provide a report and so this is deferred to the next meeting of the Council in September. **ACTION: GW**

20. Clerk's Matters – including correspondence.

There is nothing further to report here.

21. Forthcoming Meetings and attendees.

- a) Cllr Turner and our Clerk attended the WDC Rural Forum Farm Visit at West Wycombe Estate on June 22nd and reported on what an enjoyable evening it was, hosted by Sir Edward Dashwood at the EJ Churchill Shooting Ground and then at West Wycombe House, learning about what they do for the environment and the area, how the 5,000 acre estate is managed and how it is sustainable. Cllr Nikiel attended the recent LAF which was Marlow focused. Thames Valley Police provided an update and TFB covered the current works. A point of interest was in the reporting of potholes that must be at least 40mm in depth to be actioned.
- b) Attendance at forthcoming meetings:
- Allotments Training – November 7th – Cllr Nikiel and Cllr Wass have expressed an interest.
 - Data Protection & FOI – November 22nd – Cllr Nikiel & the Clerk will attend.

22. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council is scheduled to take place following the Summer break, on **Wednesday 13th September 2017 at 8pm**, to be held in the Village Hall. There is no meeting in August.

The formal meeting closed at 22.01 hours.

PUBLIC SESSION

There were two members of the public present and it was brought to the Councils attention that the 5-bar gate leading into the left hand side of the playground area is often found to be open and so the catch may need some attention, a spring fitted or be locked. It was also asked if the Buckinghamshire Best Kept Village Competition has now been judged. The Clerk was able to report that judging had taken place with the group winners to be announced at the end of July. The results will be published on the website and via the noticeboards.

The Chairman closed the meeting at 22.06 hours

Chairman's Signature: 

Date: 13th September 2017