

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 8th JULY 2020 AT 8 PM VIA ZOOM (meeting ID 757 0140 2233)

Present: Councillors: Chairman Mr Robert Nikiel, Cllr Mr Everton Merchant, Cllr Mr David Vernon, Cllr Mrs Morag Wagstaff, Cllr Mr Jez Lofts, County Cllr Carl Etholen, District Cllr Shade Adoh and Clerk Mrs Lin Freeth.

There was 1 member of the public present from 20.40hrs.

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

The Chairman welcomed everyone to the meeting. Mr R Carrington was present as a potential candidate for the Buckinghamshire Unitary Council.

No apologies for absence had been received.

MEETING CLOSED FOR PUBLIC SESSION

- There were no members of the public present for the meeting.

(Note: one member of the public subsequently joined the meeting at 20.40)

MEETING REOPENED

2. **Coronavirus / Covid-19**

- Cllr Carl Etholen reports that following the RPC meeting in June a grant application had been submitted in support of the proposed Drive-In Cinema event for the village, as a Thank You to our volunteers and residents who have come together throughout the ongoing Covid-19 situation. Unfortunately this was not successful but Cllr Etholen has provided contact details for other potential sources of support for such causes which will be followed up (Community Impact Bucks, Tesco Bags of Help, Heart of Bucks, Lottery Awards for All).

- Cllr Nikiel reports that following the latest Government update planning and consideration of opening our public spaces has been underway. Extensive risk assessments are required and the Clerk has engaged with the Parish Council's Insurance Company, Zurich, to ensure the safety of staff, volunteers, visitors and hirers and to comply entirely with the insurance policy and public liability responsibilities. A meeting has been held with the Bookings Clerk and Village Hall Manager to go through a full risk assessment referring to the guidelines given and will be documented in due course by Cllr Nikiel. The points identified were with the layout and current rules – the kitchen will remain closed, all hirers to provide their own PPE as required, RPC will provide cleaning spray and cloths and signage will be installed. If catering is required it will only be permissible by external catering companies with crockery & cutlery provided by them/hirer and/or use of disposable items. Sanitising stations have been installed (entrance) and to avoid 'pinch points' entry to the Village Hall when it opens will be through the front door, exiting via the rear patio door/s. The toilet entry doors will remain open as this still allows for privacy, hand air driers will be disabled and paper towel dispensers installed. The rules of hire for people to commit to will be provided and will be used as a 'condition of hire' for the foreseeable future. Due to the nature of the hire system hirer details are already obtained to comply with Track & Trace and details of hirers attendees will be held by them. Some Necessary equipment and items have been purchased or are on order and signage has been printed (for distancing, direction etc).

The playground will open in due course. The gates will remain open and signage with what is expected / required will be installed – distancing, cleaning, food, rubbish, etc. It is not possible or practical for the Parish Council to have a cleaning regime or to provide cleaning stations. PPE will need to be provided by all users.

- Face to face meetings - Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 and so most councils will have no need to meet in person. Local councils have the duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not be able to accommodate in a safe way at this time. Where a local council does have an identified need to hold a physical meeting they must be managed within the social distancing and 'safer workplaces' guidance produced by Government, which includes the requirement to conduct a documented risk assessment to determine if it is feasible and safe to do so.

- The Parish Council have continued to follow Government advice and guidelines, constantly monitoring the situation and the updates received, and relaying these as appropriate to Councillors and residents. Updates are provided via Radnage.net, email and paper as appropriate. Calls, questions and queries have been answered and dealt with as and when they arise. There continues to be ongoing communication with BMKALC.

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

Cllr Merchant declared an interest in the planning application in respect of Boundary Farm, to be discussed at Item 7.b. No other declarations were made.

4. **Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 10th June 2020.**

The minutes of the meeting held on 10th June 2020 were approved as proposed by Cllr Vernon, seconded by Cllr Wagstaff, and agreed by all as a true and accurate record. The Chairman signed and dated the minutes in full view of those present.

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

There is nothing to report at this time.

6. To adopt a scheme for the Delegation of Powers in Exceptional Circumstances.

Confirmation of the RPC Resolution of 21st March for measures during the Covid19 situation for decision making and payments. This is proposed by Cllr Nikiel and seconded by Cllr Vernon. All are in agreement. Payments now, where possible, are made via BACS.

7. Planning.

a) To note planning decisions:

- Case Ref: 20/05787/FUL – Four Acres, Green End Road - Householder application for construction of front roof dormer window and detached carport/store. Application Permitted.
- Case Ref: 20/06110/VCDN - Green End Farm Annexe, Green End Road - Application for variation of condition 4 (use) attached to PP 01/06601/FUL (Conversion of existing brick and flint granary annexe ancillary to existing farmhouse) Application Permitted.
- Case Ref: 20/05934/FUL - Middle Barn At Ashridge Barn Green End Road - Demolition of existing building and erection of replacement dwelling (alternative scheme to PP19/07406/FUL) Application Permitted.

b) To consider planning applications:

- Case Ref: 20/06255/FUL – Boundary Farm, Sprigs Holly Lane - Application for engineering works to lay a grassed plastic grid reinforcement track using existing access to Boundary Farm.

Councillors agreed and recorded that they had no comments to make in respect of this application.

- Case Ref: 20/06277/FUL – 25 Green Lane - Householder application for construction of rear extension following removal of existing conservatory.

Councillors agreed and recorded that they had no objections to this planning application. It is requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully from the A40 via Mudds Bank / City Road ONLY as the village lanes and other routes of access are not suitable for such vehicles. It will also be stated that site traffic should avoid the local school morning and afternoon times of 08.30-09.15 and 15.00-15.45 due to the hazardous nature of the approach road and access.

- Case Ref: 20/06365/VCDN – Andridge Farm House, Sprigs Holly Lane - Application for removal of condition 1 (agricultural occupancy) attached to PP WR/1235/63

Councillors agreed and recorded that they had no objections in respect of this application.

- Case Ref: 20/06415/FUL – 60 Green Lane - Householder application for insertion of 2 x pitched roof dormers to front following removal of 2 x existing rooflights.

Councillors agreed and recorded that they had no objections to this planning application. It is requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully from the A40 via Mudds Bank / City Road ONLY as the village lanes and other routes of access are not suitable for such vehicles. It will also be stated that site traffic should avoid the local school morning and afternoon times of 08.30-09.15 and 15.00-15.45 due to the hazardous nature of the approach road and access.

- Case Ref: 20/05468/FUL – Four Acres, Green End Road - Householder application for construction of an outdoor, in-ground swimming pool and associated landscaping.

Councillors agreed and recorded that they had no objections to this planning application. It is requested that should permission be granted any HGV's and site traffic wishing to access the property plan their route carefully from the A40 via Mudds Bank / City Road ONLY as the village lanes and other routes of access are not suitable for such vehicles. It will also be stated that site traffic should avoid the local school morning and afternoon times of 08.30-09.15 and 15.00-15.45 due to the hazardous nature of the approach road and access.

- Case Ref: 20/06322/FUL - Bowmore, Bottom Road - Householder application for construction of single storey rear extension with pitched roof and rooflights.

This was a late received application which was discussed with final comments to be made via email following the meeting. Comments will be submitted by the Clerk.

- Case Ref: 20/06547/FUL - Change of Use from Agricultural (Sui Generis) use to mixed Agricultural and Equestrian (D2) uses.

This was a late received application which was discussed with final comments to be made via email following the meeting. Comments will be submitted by the Clerk.

c) Awaiting decision:

- Case Ref: 20/05278/FUL – OS Parcel 8524, Bottom Road – Application for erection of a wooden stable block with tack/feed/tool room.
- Case Ref: 20/06073/FUL - 50 Green Lane - Householder application for construction of single storey side / rear extension, alterations to the roof to provide first floor accommodation including two front roof dormers and 4 x roof lights, rear outbuilding and swimming pool.

d) Planning Control:

- The Parish Council had been advised of Stokenchurch Parish Council cases at Mudds Bank Stud Farm, Mudds Bank track and Maplefield Farm.

8. Finance.

- a) The Clerk had circulated the latest budget summary and no questions arose from this. Acceptance of it was proposed by Cllr Merchant, seconded by Cllr Vernon, and agreed by all. As at 30th June the Business Account held a balance of £31,092.42 representing interest of £1.24 for the last month, and the Treasurers Account a balance of £52,404.01

The Clerk confirmed that all documents had been submitted to the external auditor, PKF Littlejohn, and documents published on the website as required.

- b) The annual review of Budgetary Control (Bookings Clerk & Clerk) has had to be postponed due to Covid-19. This will be carried out as soon as it is possible to do so. The intermediate audit of accounts / budgetary control – RFO and Bookings Clerk – took place in Oct 2019.
- c) The payments for June 2020 as previously circulated were approved as proposed by Cllr Merchant, seconded by Cllr Vernon, and agreed by all. The payment for remedial works to the playground equipment is currently withheld pending further discussions in relation to the work carried out. Due to the Covid-19 situation, and not being able to have face-to-face meetings, all payments, where possible, will be made via BACS. The Clerk will now undertake the payments in accordance with the Resolution of March 21st.

ACTION: CLERK

9. Village Hall.

Update on Village Hall Matters:

- a) The details relating to the reopening of facilities and bookings, was covered at Item 2.

The playground remains closed, and gates locked.

• Maintenance / Electrics / Repairs:

Necessary maintenance works have been ongoing with additional supplies obtained – kick plates for the doors, additional bins, signage and the final electrical work and installation of upgraded heating controls. The appointed handyman has continued with the repointing/repairing the patio area.

The previously planned redecorating programme will be discussed with the Village Hall Manager and with the appointed handyman to action ahead of opening the facilities.

ACTION: RN

Government guidance is being followed regarding the re-opening of Village Hall buildings and interpreted as to ensure the safety of our staff, councillors, volunteers, hirers and visitors.

• Driveway refurbishment:

Discussions regarding the repair / resurfacing of the driveway and parking areas are ongoing with quotations pending.

ACTION: RN

• Village Hall Cleaning Contract:

The contract for the cleaning of the Village Hall is still under review and overdue for renewal. This will be actioned as soon as the situation allows.

10. Risk Assessment/Open Spaces.

- a) The playground remains closed with the gates locked and will be opened again to the public as soon as possible. A full risk assessment will be undertaken and ongoing regular inspections will take place. Cllr Vernon volunteered to oversee the playground and details will be passed to him to allow for a hand-over. The Clerk advises Councillors that the Buckinghamshire Council Annual Play Inspection is scheduled to take place in September at a cost of £43.50
- b) The Clerk reports that there have been further complaints relating to repeated incidents of dog fouling. This time on the footpath off Green End Road, adjacent to Four Acres Lodge and Veronique. This will be reported via the online portal and signage put in place to remind dog owners / handlers of their responsibilities. This problem will remain on the Agenda for future meetings.
- c) The burial ground remains closed.
Cllr Nikiel reports that there are currently no identifiable problems with the area but that the compost bin is now full. It will be emptied as required by RPC. This task is undertaken alternately by RPC and St Mary's Parochial Church Council.

ACTION: CLERK

- d) The Clerk reported that no volunteers have been found to take over the overseeing and general maintenance of the bus shelters and noticeboards. No reports carried out. The noticeboards are still awaiting remedial works and / or replacement and quotations will be obtained.

ACTION: RN

- e) The Clerk reports that site visits have taken place and quotations have now been received for the necessary cleaning and repairs to the War Memorial. Full details will be circulated to Councillors for their consideration.

ACTION: CLERK

- f) The Green End Road Pond Project is progressing. The cost for the required works was estimated to be substantially over the budget allowed and so alternatives have been looked into. Companies approached either declined to quote or failed to respond. The project is a valuable and worthwhile project for Radnage needs to progress whilst time, conditions and weather allow. It is therefore proposed by Cllr Nikiel that it proceeds based on the existing quote despite being over budget. This is seconded by Cllr Lofts and agreed by all present. TA will be notified of this decision.

ACTION: RN/CLERK

- g) Nothing further to report on the Chapel Pond project. A clear up at the rear of the site where unwanted materials have been left is proposed for the Autumn with longer term plans for the area, such as wild flower meadow, to be revisited again next year. Cllr Lofts will lead this project and recruit volunteers to assist.

ACTION: JL

h) A site visit at the Common was carried out by Cllr Nikiel and Cllr Merchant where many vehicles are now parking. A decision must be taken to prevent this from happening as it is not permitted. Suggestions were made and details discussed but this is common land and should only be used to access properties if they then have parking. A Deed of Easement can be applied for which has been granted to two properties to date. The Common is an area of Radnage that should remain accessible to all and must be protected for Radnage and for future residents in the area. Legal advice will be sought and details of previous investigation works done in relation to this matter revisited. Cllr Merchant will lead this project and report back any findings to Councillors at the next meeting in September. The Clerk will contact the solicitor to the Parish Council for advice and guidance. **ACTION: CLERK / EM**

11. Website and Facebook.

Cllr Lofts had previously circulated a recommendation for a Parish Council Facebook page. A social media policy will be created that will be prepared by the Clerk as required. A Charter with the Purpose of the Council, who manages content and responses, and answers queries will need to be decided upon. A volunteer will be sought for the monitoring, tech, security, content etc. All agreed that this will be a valuable addition to the local community. Cllr Lofts will set this up and circulate the updated document for comment. **ACTION: JL**

The Clerk reminds councillors that websites need to be compliant by September 23rd. Analysis will need to be done and consideration of an RPC stand alone website presence. Details of the recommendations and requirements will be circulated to all councillors. Cllr Lofts has agreed to undertake provision of a Facebook presence with updates and to ensure relevance. Cllr Wagstaff offers support for this task. **ACTION: JL / MW**

12. Councillor Election / Co-option

The Parish Council currently have 2 vacancies and the Notices of Casual Vacancies have been notified. Details have been included on each noticeboard and the Radnage website. No elections can take place until May 2021 and so new councillors may be co-opted.

13. Allotment & Pasture Renewals

The Clerk reported that some allotment holders have still not signed and returned their revised Tenancy Agreement documents, despite reminders being sent. The debris resulting from clearance works at City Allotments still needs to be disposed off before the chisel plough can gain access to turn over the soil to reinstate the allotment plots. The new tenants will be notified as soon as the plots are available for them. Two tenants, one at City Allotments (Plot 1B-D) and one at Sprigs Holly Allotments (Plot 2) have formally requested permission to site an appropriate shed on their plots. In accordance with the Tenancy Agreement documents Councillors have no objections. The tenants will be notified of this decision. **ACTION: CLERK**

14. Buckinghamshire Council

Regular updates have been received. The first full Council meeting will take place on July 15th and the first Community Board meeting will be held tomorrow, July 9th. Cllr Nikiel will attend as the representative of Radnage Parish Council. **ACTION: RN**

15. Bledlow Ridge Recycling Centre.

The Ministry of Housing, Communities and Local Government (MHCLG) application that was deferred to July 9th has been put back again as a result of arising legal issues that need to be dealt with to avoid any later call-ins or disputes. It is thought that the meeting may not now be until September. It is reported that there have been many FOI requests received from the minority group that wish to prevent the site from re-opening.

16. Broadband Coverage

Cllr Lofts reports that most people within Radnage have now been connected with just one site at Daws Hill that is still to be resolved. The Council have now been informed that AirBand is introducing and offering FTTP – fibre to the premises – along Sprigs Holly Lane and Horseshoe Road. All premises along the route will be able to take advantage of an Ultrafast FTTP Broadband Service. Airband have partnered with the Oxfordshire County Council Digital Infrastructure programme to deliver a significant section of the BiRO (Businesses in Rural Oxfordshire) project. A direct contact for this has been obtained and provided to Cllr Lofts. Residents will be informed of this so that they have the opportunity to benefit.

17. Village Skip Scheme.

This will be scheduled when the situation allows.

18. Village Drive-in Cinema Event.

The Clerk had previously submitted an application for consideration of a Community Grant for this event but unfortunately this was not successful. County Cllr Carl Etholen suggested alternative sources for funding and will send details for the Council to pursue. All are in agreement that this would be a great event to bring people together after what has been a very difficult time. It is proposed that tickets will be £5 per car, to be booked through Eventbrite 'by invitation' to ensure that the event remains for Radnage residents with 2 films shown – one in the afternoon for younger viewers and another in the evening. All monies raised will go to the restoration of the War Memorial. Suggested dates (in order of preference) are: Bank holiday Monday August 31st, August 2nd and August 7th / 8th. The Clerk will confirm all details, secure the date and send report / final proposal to all Councillors for final approval and organising of the event.

19. MVAS.

The MVAS units are currently awaiting recharge and relocation.

ACTION: RN/EM

20. Clerks Matters – including late received correspondence.

- Footpath clearance – Concerns have been raised in respect of possible encroachment following the clearance of the footpath from Green End Road. This matter will be reported via the online portal to Buckinghamshire Council so that any infringement can be looked into by the appropriate department. As a matter of courtesy the Parish Council will notify the property owner. **ACTION: CLERK**
- ANPR / Fly-tipping – there has been an increase in incidence of fly tipping locally and it is thought that the previously planned project to install ANPR in Radnage be prioritised to help protect our village. Cllr Wagstaff agrees to Lead this project with the support of the Council. The background work for this has been previously completed and the budget agreed. However, it is proposed that an additional sum be allowed for on the previous specification. A total budget of £7,000 is therefore proposed by Cllr Nikiel, seconded by Cllr Vernon, and agreed by all. **ACTION: MW**
- Cyclists on footpaths – there have been reports of inappropriate use of the footpath, adjacent to the War Memorial, by cyclists. Signage will be supplied and installed on site to try and help with this problem for the safety of all users. **ACTION: RN / MW**
- Training days – The Clerk reports that BMKALC have now released their latest update training schedule which will be circulated to all Councillors. The options include Councillor Training which may be of interest to those Councillors who have not yet had the opportunity to complete the training event.

21. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 9th September 2020 at 8pm**, to be held remotely via Zoom. It is proposed that there be an additional meeting for Councillors on Wednesday August 12th (TBC)

The formal meeting closed at 22.05 hours

PUBLIC SESSION

The member of the public who was still in attendance at the meeting thanked the Councillors for their time and efforts. This is greatly appreciated.

The Chairman closed the meeting at 22.10 hours.

Chairman's Signature:

Date:

**** NOT YET APPROVED AS SEPTEMBER MEETING CANCELLED DUE TO NOT BEING QUORATE –
MINUTES TO BE APPROVED AT OCTOBER MEETING**