

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 12th JUNE 2013 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Vice-Chairman Ms Elizabeth Fynn (in the Chair), Mr Martin Blakstad, Mrs Sue Jones, Mr Lew Perring and Parish Clerk: Mrs G MacKenzie.

1. Welcome and Apologies for Absence.

Acting Chairman Cllr Fynn welcomed everyone to the meeting. Apologies had been received from Chairman Cllr Mr Robin Fawell and Cllr Mr Roy Pitcher who were both away on holiday. The Chairman also welcomed District Cllrs John Gibbs and Michelle Neudecker.

MEETING CLOSED FOR PUBLIC SESSION

The District Cllrs explained that they had new roles on the council – Cllr Gibbs now being the Cabinet Member for Communities (i.e. anything within the voluntary sector).

MEETING REOPENED

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

No declarations were received.

3. Acceptance and signing of minutes of a Confidential Meeting of the Parish Council held on 8th May 2013.

It was proposed by Cllr Blakstad, seconded by Cllr Jones with all in favour that the minutes of the confidential meeting held on 8th May be accepted as a true record. The Chairman signed and dated the minutes.

4. Acceptance and signing of minutes of Annual Meeting of the Parish Council held on 8th May 2013

It was proposed by Cllr Perring, seconded by Cllr Blakstad with all in favour that the minutes of the annual meeting of the council held on 8th May be accepted as a true record. The Chairman signed and dated the minutes.

5. Acceptance and signing of minutes of Meeting of the Parish Council held on 8th May 2013.

It was proposed by Cllr Jones, seconded by Cllr Fynn with all in favour that the minutes of the meeting of the council held on 8th May be accepted as a true record. The Chairman signed and dated the minutes.

6. Acceptance and signing of minutes of the Parish Meeting held on 15th May 2013.

It was proposed by Cllr Fynn, seconded by Cllr Jones with Cllr Perring in favour that the minutes of the annual Parish Meeting held on 15th May be accepted as a true record. The Chairman signed and dated the minutes.

7. Report on progress on items in the previous minutes not otherwise included in this agenda.

Following his attendance at a meeting to discuss the input into the WDC Local Plan 2015, Cllr Fawell had submitted a written report recommending the council prepares a Planning Statement. A brief discussion took place over the value of a Planning Statement and it was agreed that rather than having a Neighbourhood Plan which could be costly in time and resources to produce, the council should be proactive and pursue the idea of a Planning Statement. The Clerk was asked to canvas other councils to see if a template or example of a Planning Statement could be obtained for guidance. **ACTION: Clerk**

8. Casual Vacancy

The clerk updated councillors on the situation following the recent resignation by Cllr Tim Tordoff. The Clerk read the letter of resignation to councillors as requested by Cllr Tordoff. The Clerk had provided all councillors with a document explaining the procedure to be taken once a vacancy occurs and explained that Casual Vacancy notices had been placed on all notice boards and on the website. If an election was not called for council would be able to go ahead with co-option.

9. Planning.

The planning application for Rosemary, City Road was discussed. Householder application for demolition of existing outbuilding and replacement double garage with new vehicle crossover with dropped kerb, new drive and parking area. The decision of the council was that they had no objection to this application subject to the 50% increase ruling being adhered to. **ACTION: Clerk**

10. Finance

a) The Clerk reported that as at 30th May the current account had a balance of £13,893.58 and the deposit account held a balance of £22,084.29 representing 91p in interest. The monthly budget summary had been distributed and no questions arose from this. Following the unexpected resignation of Mr Gee, during the previous month, as a matter of urgency, members of the council had agreed to appoint Miss Patricia Kimber as the internal auditor. The Clerk advised that Miss Kimber and a colleague, Miss Scott, (who each have over 30 years banking experience) had carried out a comprehensive check of the accounts and accounting procedures with particular attention to detail. The audit had included clarification of detail held in the Asset Register, a check on the Risk Register and confirmation of insurance cover and the requirement to display the Employer Liability Insurance certificate. The audit took longer than previous years and the Clerk offered the comment that she considered the council to have had a methodical and comprehensive audit which was also good value as the cost was lower than previous years. The audit did not raise any reason for adverse comment and the Clerk had submitted the annual accounts to the external auditor without delay. Councillors asked the Clerk to approach Miss Kimber and ask if she would be willing to act as our Internal Auditor for next year. **ACTION: Clerk**

b) The payments for May 2013 were approved as proposed and signed by Cllrs Blakstad and Jones.

11. To agree and sign a Deed of Easement for Flints Cottage.

A Deed of Easement had been prepared by the resident of Flints Cottage and was requesting the agreement and signatures from the council. The Clerk pointed out that this Deed differed from the previous submission from another resident at the Common with some minor additions, although the conditions of the Deed appeared the same. Councillors agreed that as no-one on the council felt qualified to confirm the impact of the additional clauses, they asked the Clerk to approach the resident once again and advise that unless the Deed appeared the same as the other the held, the council would need to approach the council's solicitor to ensure the protection of the council's interests. This would be at a cost to the resident requesting the Deed. **ACTION: Clerk**

12. Village Hall

Cllr Jones reported that the donated deep freeze had been PAT tested and installed in the kitchen and had been put to good use for Garden Sunday. Thanks were given to Cllr Perring for his help with this. It was reported that the sensor for the oil tank had been installed and was up and running, with thanks to Cllr Perring for his help with the installation. This gauge should now allow the fuel levels to be easily monitored.

An order had been placed with Pace Fuelcare for a fuel delivery in the forthcoming week and the window cleaner has been booked for a third clean this year. In addition, Planet Flooring had been contacted with

a view to giving councillors a price to give the hall floor a "service" during the quiet summer period as it was considered important to keep the maintenance programme.

Cllr Jones advised that a donation from proceeds from the 'choir' evening was anticipated and likely to be in the region of £390. It was suggested that this money could be used to install hand dryers in the toilets and Cllrs Perring and Jones would pursue costs in preparation for an agenda item next month.

ACTION: SJ/LP/Clerk

13. Open Spaces

a) Cllr Perring advised that he had been fortunate to meet the RoSPA officer when carrying out his annual inspection of the children's playground. This was more by luck than pre-arrangement and had proved to be a very worthwhile meeting. The officer had kindly retraced his steps to explain his recommendations to Cllr Perring. Recommendations included the removal of the 2 vertical wooden poles and some welding to the slide. Cllr Perring agreed to investigate the cost of undertaking this work for the next meeting when it was hoped that the RoSPA report might have been received.

ACTION: LP

b) Following the request for help in managing the village ponds in the Parish Magazine, an offer of help with Green End Pond had been received from owners of Radnage House. Councillor's agreed that it would be wise to consult the Chiltern Society and a local resident to obtain guidance and agree the parameters for the ponds upkeep. The Clerk was asked to pass this information on to Cllr Pitcher on his return from holiday.

ACTION: Clerk

c) It was proposed that a letter of thanks be sent to Glynn Spratt for his timely help in preparing the village for Garden Sunday. All were in agreement and the Clerk asked to write to Glynn. **ACTION: Clerk**

d) Recent windy weather had resulted in a large bough breaking off the walnut tree on the Common which had caused damage to a neighbour's fence. It was proposed that a tree surgeon should be asked to take a look at all the trees on the Common and around the village hall with a view to providing advice on any work that should be undertaken. The Clerk was asked to let Cllr Pitcher know so that this task could be initiated.

ACTION: Clerk

14. Risk Management.

Following a request at the last meeting, as a reminder, the Clerk distributed copies of pages from the Risk Schedule for councillors together with guidance on action which needed to be taken. Each risk owner/reviewer was asked to return the completed registers at the next meeting of the council.

ACTION: All Cllrs

15. Clerks Matters.

The Clerk advised that the council had been invited to join in the commitment by WDC to sign up to a Community Covenant between WDC and the Royal Air Force in the Wycombe District. All considered that whilst the support provided was not likely to be extensive and would be at the discretion of the council in all cases, the moral support was important. It was agreed that Radnage PC should be included in the Covenant and the Clerk asked to respond accordingly.

ACTION: Clerk

16. Forthcoming Meetings and Attendees.

The Clerk advised that WDALC were holding a training covering aspects of the Freedom of Information Act but unfortunately she would be away on holiday at the time of the training and her request for copies of the presentation or hand-outs had been denied. Unfortunately no councillors were available to attend. [N.B. Cllr Gibbs advised that a similar training was being organised by BAMKLC but had not yet been finalised]

17. Date of Next Meeting:

The Clerk reminded everyone that the next meeting of the Parish Council would be held on Wednesday 10TH July 2013 commencing at 8pm in the Village Hall. She also reminded Cllrs that there would be no meeting in October and that an updated list of future meeting dates had been entered onto the website. All agreed that dates for working groups that needed to be held before the year end needed to be discussed and agreed at the next meeting. **ACTION: All**

The meeting closed at 21:27 hours. No further public meeting was held.

Chairman's Signature:

Date:

Appendix 1

Approved payments mid-month:

Cheque number 2555 Commercial Fuel Solutions fuel gauge £48.95 + VAT
Electronic transfer Radnage Progressive Supper – return of hall deposit £50

Payments approved:

Electronic transfer Debbie White – Village Hall cleaning – May £174
Cheque number 2556 M Skidmore – lettings management for month of May £292
Cheque number 2557 G MacKenzie – Clerks salary and expenses £481.80
Cheque number 2558 L Keown – return of hall deposit £50
Cheque number 2559 S Wilkins – return of hall deposit £100
Cheque number 2560 P Cole – return of hall deposit £50
Cheque number 2561 P A Kimber – internal audit fee £45
Cheque number 2562 Woodridge Cleaning Supplies – cleaning materials £31.03 +VAT
Cheque number 2563 CPRE annual subscription £29
Cheque number 2564 HMRC PAYE Tax and NI quarterly return £290.80
Cheque number 2565 L Perring – for collar to fit fuel oil meter £4.67

To note the following:

Direct Debit Southern Electric – Village Hall monthly direct debit £90
Direct Debit Sita UK Ltd – Village Hall Waste £tba