

# PARISH OF RADNAGE

## A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 14<sup>th</sup> JUNE 2017 AT 8 PM IN RADNAGE VILLAGE HALL

**Present:** Councillors: Chairman Mr Robert Nikiel, Vice-Chairman Mrs Alex Ryan, Ms Tamsin Addison, Mrs Sue Jones, Mr Graham Wass and Clerk Mrs Lin Freeth. There were no 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 Everton Merchant, Cllr Peter Turner, and County Cllr Carl Etholen.

### **PUBLIC SESSION**

There were no members of the public present. 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 Annual Meeting of the Parish Council held on 10<sup>th</sup> May 2017.**

The minutes of the meeting held on 10<sup>th</sup> May 2017 were approved as proposed by Cllr Wass and seconded by Cllr Ryan and agreed by all as a true and accurate record. The Chairman signed and dated the minutes.

### 4. **Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 10<sup>th</sup> May 2017.**

The minutes of the meeting held on 10<sup>th</sup> May 2017 were approved, with a minor amendment to include 'the supplier' at Item 11.a), then proposed by Cllr Addison seconded by Cllr Jones and agreed by all as a true and accurate record. The Chairman signed and dated the minutes.

### 5. **Acceptance and signing of minutes of the Annual Parish Meeting held on 17<sup>th</sup> May 2017.**

The minutes of the meeting held on 10<sup>th</sup> May 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.

### 6. **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.

### 7. **Planning Applications.**

To consider Planning Applications for:

- a) 7/06219/FUL Neighbours, Green End Road – *Householder application for construction of detached garage and entrance gates*

The Council recorded that this application appeared to be as per a previous, now lapsed, application and should be subject to the same restrictions. Any recessed guidance lights to be shielded so that they are not directly visible to motorists using the public highway and used with a sensor so that they are not permanently lit. Consideration should be given to protecting the interests of the Green Belt and special character and visual amenity of the AONB and in maintaining openness. Upon this basis the council agreed that they had no objection to this planning application. The Parish Council would request that should permission be granted any HGV's and site traffic wishing to access the property should use a route from the A40, via Mudds Bank, using the City Road and Green End Road only as the village lanes and other routes of access are not suitable for such vehicles.

- b) AD/17/05909/FUL 2 Green End Cottages – *AMENDED PLANS* - *Householder application for demolition of existing single storey attached converted garage, construction of linked outbuilding to provide additional living accommodation ancillary to main dwelling and erection of detached outbuilding to rear.*

The Council recorded that the changes to the application submitted were sympathetic to concerns from neighbours, and had been addressed with great professionalism, which is appreciated. The council recorded that there is no objection to this planning application but it is requested that should permission be granted any HGV's and site traffic wishing to access the property should use a route from the A40, via Mudds Bank only, as the village lanes and other routes of access are not suitable for such vehicles.

- c) 17/06202/FUL Riven Oak Farm - *Householder application for a replacement detached storage building to house two tractors and with log store.*

The Council recorded that they supported the intention to replace the existing, unsightly outbuilding but recorded some areas of concern with this application - no reason could be identified regarding the alteration of the design from application 17/05080 which was one of an open fronted, smaller structure clearly designed for agricultural use. The new design, which has a larger footprint, closed frontage, skylights, and a higher ridge height, is less in keeping with its intended use than the original design, which was better designed to satisfy the expectations of policies G3 (General Design Guidance) and GB2 (Development within the Green Belt). The proximity to the neighbouring property and the increased ridge

height means that consideration should be given to policy G8. Any permissions granted should be subjected to the following restrictions:

- To only be used in connection with and ancillary to the occupation of the existing dwelling and shall not at any time be served and occupied as an independent unit.
- All remaining trees and hedgerows to be preserved according to policy G11.
- All waste to be removed from site and not stored in adjacent field.
- All asbestos to be handled and removed using a certified handler.

The Parish Council would request that should permission be granted any HGV's and site traffic wishing to access the property should use a route from the A40, via Mudds Bank, only as the village lanes and other routes of access are not suitable for such vehicles.

**ACTION: CLERK**

With regular applications being presented to us as a Consultee, and an awareness that the application process is likely to be reduced in terms of deadlines, together with an apparent increase in more extensive development of existing sites, and conversion of ancillary buildings etc, the Head of Planning & Sustainability at Wycombe District Council, Penelope Tollitt, will be asked if she would consider attending a future meeting of the Parish Council.

**ACTION: CLERK**

## 8. Finance

- a) The Clerk had circulated the latest budget summary and it was noted that the expenses incurred for the tree work had been incorrectly allocated to the Village Hall Landscaping budget. This will be amended to be allocated to the Other Open Spaces budget. The Clerk advised that as at 31<sup>st</sup> May 2017 the Business Account held a balance of £31,044.47 representing interest of £1.23 for the last month and the Treasurers Account a balance of £21,269.42
- b) The invoice from Chiltern Directories for £72.00 was received and included for payment. It is resolved that a review of how the Village Hall is publicised and any benefit of current advertising be undertaken. As proposed by Cllr Jones and seconded by Cllr Ryan notice will now be given to discontinue our current arrangement of advertising in Chiltern View at the end of the current period (August 2017). The payments for May 2017 were approved as proposed by Cllr Jones, seconded by Cllr Ryan and agreed by all. Cllr Ryan and Cllr Wass undertook the signing of the invoices and cheques.
- c) Details of the Annual Governance Statement had been previously distributed to all councillors and therefore it was proposed by Cllr Jones, seconded by Cllr Ryan with all in favour that this be signed as approved.
- d) The Accounting Statement for the Financial Year 2016-17 had been prepared for external audit. The figures entered within the paperwork submitted to the external auditors for 2015-16, and therefore carried forward for inclusion to 2016-17, showed a variance of £300 in favour of RPC. This is believed to have arisen as a result of how the figures had been presented with unrepresented / credited cheques being carried forward. An adjustment has been made for the 2016-17 submission to address this. It is proposed by Cllr Jones, seconded by Cllr Wass, with all in agreement, that the Chairman and the Clerk sign this off as a true and accurate record. The Clerk will now complete the Annual Return and submit all required paperwork for External Audit.
- e) An audit visit to the RFO will take place on a six monthly basis by one of the Councillors. The RFO will send a reminder notice one month ahead of this time to invite one of the Councillors to review the accounts.

**ACTION: CLERK**

## 9. Village Hall

- a) Cllr Addison reported that the sleepers used for a construction to the front of the village hall had been removed, and thanks were extended to Cllr Nikiel for doing this. Information regarding an alternative raised bed or planters will be sought and costings provided. It was resolved to review, at a later date, whether the bank alongside the newly installed tallboy needs to be extended further. **ACTION: TA**
- b) The remaining old chairs have now been taken with a small number held for our own occasional use. A donation from Piddington Village Hall for the chairs they had has now been received.
- c) Cllr Turner was not present at this meeting to provide an update. Cllr Jones reported that one of the sound panels has dropped slightly which Cllr Nikiel will attend to. **ACTION: RN**
- d) Cllr Wass reported that the assembled working party of enthusiastic volunteers completed the works to repair the potholes in the car park on Sunday May 28<sup>th</sup> with grateful thanks extended to all those who helped. A report will be included in Contact magazine. A quantity of the material used for the repairs remains and will be used for ongoing maintenance. **ACTION: CLERK**

## 10. Risk Assessment

- a) The Clerk confirmed that the monthly playground inspection report had been received. Cllr Ryan reported that the replacement swing seats have been installed and are now in use. There seem to be a number of birds creating mess around the playground area and information regarding the possibility of installing plastic spike strips, to deter them from settling, will be looked into. **ACTION: AR**
- b) The Clerk reported that notification of the Annual Play Area Inspection had been received. This will take place in July and the precise date and time will be determined so that a member of the Parish Council can be present for this if possible. **ACTION: CLERK**
- c) Cllr Nikiel reported that the backboards removed have been recycled and put to good use for bee hives and for bird boxes. The remaining boards to be replaced will also be re-used where possible. **ACTION: RN**

- d) Cllr Nikiel reported on a request received from an allotment holder to site a Butterfly Cage of 5 x 2.5 x 2 feet to rear livestock under a Natural England licence re the Wildlife and Countryside Act. The other allotment holders will need to be consulted and resubmission of the application may be required, to include supporting information and reasons why this is needed as use of an allotment other than that for which it is intended. Cllr Jones suggests that an alternative privately owned site within the village may be more appropriate. **ACTION: RN/SJ**
- e) The essential repairs to the bus shelter on Green End Road have now been completed and our thanks are extending for the job done. Phil Channer and Elizabeth Fynn provided their report on the Noticeboards and Bus Shelters as follows: Five of the six noticeboards were checked and found to be serviceable and the surrounding areas strimmed and cleared. The noticeboard and newly repaired bus shelter in Green End Road will be strimmed, cleared and swept before Garden Sunday. Reports will be provided every 2-3 months.
- f) Cllr Wass reported that a draft letter had been constructed as a Notice for the residents of Radnage Common, which is designated as a registered Village Green, reminding them of their rights and responsibilities. It was proposed by Cllr Wass, seconded by Cllr Jones, and agreed by all that this would now be sent to all residents of the common. Finances for investigating the value and execution of future Deeds of Easement granted will be considered at the budget meeting later in the year. **ACTION: CLERK**

## 11. Highways

- a) The Clerk reported that the situation regarding the cutting back of the hedge on City Road between the junction of Green End Lane and the postbox opposite The Crown Pub is still in progress, with ongoing discussions with the representative from TfB highways. This matter will continue to be pursued until a resolution is obtained.  
A resident has installed a traffic mirror next to the postbox which is unsightly and in a dangerous position. TfB will be contacted and the resident asked for it to be removed. **ACTION: CLERK**
- b) The Clerk reported that concerns as to the safety of the junction of Church Lane (Cherry Lane) and Town End Road had been raised by a local resident. This matter was referred to the local police, and to TfB/highways who have visited the site and determined that this junction has remained unchanged over time, that the signage is appropriate, with motorists and other road users needing to exercise necessary caution on our narrow country lanes. Options for anything further are limited. The neighbouring property owners generally keep the hedgerows well trimmed. Transport for Bucks/highways and the Parish Council will continue to monitor this area. **ACTION: CLERK**

## 12. Locally focused village projects

Cllr Wass reported that the planned working group meeting to discuss 'website presence' had been rescheduled. He reports that it is possible to obtain a .gov.uk domain at a cost of £120 for the first 2 year period and then £70 per 2 year period thereafter. Councillors have looked at other active websites and expressed a preference for their favourite. Ideas identified will be taken forward to the next meeting for consideration.

**ACTION: GW**

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

Details of the changes that will need to take place in readiness of the changes in Data Protection Law were previously circulated. Cllr Nikiel has volunteered to take on the role of Data Protection Officer and will seek further information regarding this matter to understand the processes and required timetable. Any conflict with being Chairman and DPO will be clarified.

**ACTION: RN/CLERK**

## 14. Town and Parish Charter

This matter will be deferred for future consideration when further information relating to devolution of responsibilities and the unitary debate is available. The council will revisit this and assess any changes at the September meeting.

## 15. To consider any actions suggested at the Annual Parish Meeting held on 17<sup>th</sup> May 2017

- a) The matter of traffic and speeding in the village was raised at the Annual Parish Meeting and it is agreed that there are potential problem areas especially on City Road, near to the school, and on Green End Road. A Vehicle Activated Sign (VAS), as used in many other villages, could be hired for a short period of time but motorists are not held accountable for any speeding, being simply a speed indicator. Alternatively, Community Speedwatch is a traffic monitoring scheme that is promoted by the Police and Buckinghamshire County Council but managed and run by volunteers in the community who are trained to use a detection device to monitor the speeds of vehicles travelling through the local area. The registration number of speeding vehicles is recorded. Warning letters are then sent out by the Police to the registered keepers stating that their vehicle has been reported as speeding. Further detected speeding will result in enforcement by the Police. A request for volunteers to be involved in this will be put in Contact.  
The possibility of obtaining stickers that residents can put on their wheelie bins stating the speed limit will be looked into. **ACTION: CLERK**

**16. BALC Publications.**

The Parish Council have been made aware of updated publications available for purchase. As these are costly, and as details are available online via the professional associations, it is unanimously resolved that none will be purchased at this time.

**17. Clerk's Matters – including correspondence.**

There is nothing further to report here.

**18. Forthcoming Meetings and attendees.**

- a) Cllr Merchant attended the Demystifying Planning event on May 22<sup>nd</sup> and subsequently circulated a report to all councillors outlining the principle points of the day.  
Cllr Merchant, Cllr Ryan, Cllr Turner, Cllr Wass and the Clerk attended Councillor Induction Training on May 23<sup>rd</sup> which was well attended and considered to be very worthwhile.  
Cllr Wass attended the Common Land & Village Greens event hosted by the Open Spaces Society which was very valuable and worthwhile. A report will be circulated to all councillors in due course. **ACTION: GW**
- b) It was resolved that training courses can be undertaken by the Clerk and/or Councillors if they are for a specific use and are within the budget set.
- c) Further meetings and training opportunities are available and, if they haven't already done so, councillors will inform the Clerk of any they wish to attend so that arrangements can be made:
- WDC Rural Forum Farm Tour – June 22<sup>nd</sup> West Wycombe Estate 5pm (Cllr Turner and the Clerk will attend).
  - South West Chilterns & Marlow Local Area Forum Tuesday 27<sup>th</sup> June 2017 6.30pm Longburrow Hall (Cllr Nikiel will attend)
  - Finance Training for Councillors – July 20<sup>th</sup> (Cllr Nikiel and the Clerk will attend)
  - Cemetery Compliance & Management – presented by ICCM October 5<sup>th</sup> Aston Clinton
  - Chairmanship Skills Training – October 12<sup>th</sup> Fishermead Trinity Centre
  - Councillor Induction Training – BALC October 19<sup>th</sup> Aylesbury
  - Allotment Management presented by the National Allotment Society – November 7<sup>th</sup> Aston Clinton
  - Demystifying Planning – BALC November 28<sup>th</sup> Woughton CC Chamber

**19. Date of Next Meeting:**

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 12<sup>th</sup> July 2017 at 8pm**, to be held in the Village Hall.

**PUBLIC SESSION**

There were no members of the public present.

The Chairman closed the meeting at 21.55 hours

**Chairman's Signature:**

*R Nikiel*

**Date: 12<sup>th</sup> July 2017**