

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON
WEDNESDAY 10th JUNE 2020 AT 8 PM VIA ZOOM (meeting ID 830 2614 2817)

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

There was 1 member of the public present.

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

- A resident raised a point made within the submitted planning comments in respect of 50 Green Lane regarding recommended restrictions to prevent any further development of ancillary building/s for residential use in the future.

MEETING REOPENED

2. Coronavirus / Covid-19

Cllr Carl Etholen reports that during the Covid-19 situation many voluntary organisations have been supporting the vulnerable and that grant funding of £3k-120k is available for businesses coming out of the Covid-19 situation, with match funding of 25% (eg the Council will pay £3k and the individual/business £1k) Details of this will be publicised via Radnage.net Recycling centres across Buckinghamshire are now open and kerbside collections are once again operating a normal service. Parking charges will be re-introduced week commencing June 15th as roads become busier and people start to return to work and shops/businesses opening. Virtual meetings are still planned into July. 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 have been provided via Radnage.net, email and paper as appropriate. Calls, questions and queries have been answered and dealt with as they arise. There has been ongoing communication with BALC, keeping councillors updated, and liaising with Bucks County Council regarding the coordination of support for neighbours and residents in each area so that they can access information from a central website. A wonderful volunteer support group was immediately organised by a local resident for Radnage at the very start of the Covid-19 crisis with a network for each 'area' of the village, which quickly gained the support of almost 50 residents (almost 10% of our population!) who have helped those who are shielding, isolating, unable to leave their homes for prescriptions and shopping, to collect food items for local charities, and more! The Parish Council expresses their grateful thanks to all those people who are willing to help and support their neighbours and for everyone who has come together during these unprecedented times. **ACTION: CLERK**

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

No declarations were made.

4. Acceptance and signing of minutes of the Ordinary Meeting of the Parish Council held on 11th March 2020.

The minutes of the meeting held on 11th March 2020 were approved as proposed by Cllr Merchant, seconded by Cllr Lofts, 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. Planning.

a) To note planning decisions:

- Case Ref: 19/07437/FUL - Bella Vista, City Road - Development of extant ancillary residential outbuildings as an independent residential dwelling. Application Permitted.
- Case Ref: 19/08032/OUT – The Mead, Green End Road – Outline application (including details of access and layout) for development of land to the rear of The Mead to create 1 x detached dwelling with revised access and provision of parking. Application Refused.
- Case Ref: 20/05419/CLP - Boundary Farm Sprigs Holly Lane - Certificate of lawfulness for proposed creation of 'twin trod' track with gate and fence. Application Refused.

- Case Ref: 20/05498/FUL - Boundary Farm Sprigs Holly Lane - Householder application for external alterations to create ancillary accommodation to main dwelling (retrospective) (alternative scheme to 10/05708/FUL) Application Permitted.
 - Case Ref: 20/05592/LBC – 1 Green End Cottages, Green End Road – Listed building application to replace existing timber window frames at front and side with similar traditional flush style timber window frames with slimline double glazing and erection of porch to front. Application Permitted.
 - Case Ref: 19/08085/PPN6A – Prior notification application OS Parcel 8400 Radnage Common Road. Determined that prior approval is not required.
 - 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.
- b) To consider planning applications:
- 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.
Councillors agreed and recorded that they had no objection to this application subject to appropriate provision being made for garden and parking.
 - 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)
 - *Councillors agreed and recorded that they had no objection to this planning application but do have concerns regarding the potential for over development of this site and the considerable increase in overall living space, and would strongly recommend restrictions being put in place to prevent the pool house from becoming accommodation or residence at a future date. 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.*
Comments were submitted on June 3rd (no public comments received)
Details of any applications received are now posted on the website asking any interested parties to send any comments that they may have to the Parish Council, and also to submit comments themselves via PublicAccess. Details of how to do this have also been included.
Following the publication of the Agenda a further three planning applications have been received for consideration and will be included on the website. An extension to the consultee deadlines has been requested from the case officers to enable each case to be included within the next meeting of RPC on July 8th
- 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: 20/05934/FUL - Middle Barn At Ashridge Barn, Green End Road - Demolition of existing building and erection of replacement dwelling (alternative scheme to PP19/07406/FUL)
- d) Planning Control:
- There was nothing further to report at this meeting.

7. Finance.

- a) **Confirmation by the Clerk of the RPC Resolution of 21st March (as circulated and attached) for measures during the Covid19 situation for decision making and payments. All are in agreement.**
Payments now, where possible, are made via BACS. The Clerk reports that all outstanding Village Hall deposits have now been returned (refunded) to hirers. Monthly payments have been notified to all councillors via a monthly report ahead of any payments being made and monthly budget summaries have been circulated with each report. No questions or queries have arisen from this.
The Clerk had circulated the latest budget summary and no questions arose from this. Acceptance of it was proposed by Cllr Nikiel, seconded by Cllr Lofts, and agreed by all. As at 31st May the Business Account held a balance of £31,091.18 representing interest of £1.36 for the last month, and the Treasurers Account a balance of £58,975.38 It is noted that the first Precept payment of £14,516.00 and the VAT Claim payment have now been received.
- 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) Lucy Stupples of Autumn Cottage Ltd in West Wycombe carried out the Annual Internal Audit of the financial accounts for the Year 2019-20 on 2nd June. Payments/receipts (income/expenditure) and supporting paperwork were reconciled. No questions or queries were raised. Documents had been circulated to all councillors ahead of this meeting. Acceptance of this is proposed by Cllr Merchant, seconded by Cllr Lofts, and agreed by all.

- d) Details of the Annual Governance Statement had been previously circulated to give councillors the opportunity for proper consideration and therefore it was now proposed by Cllr Lofts, seconded by Cllr Wagstaff, with all in favour, that this be accepted and signed as approved.
As advised by the appointed external auditors PKF Littlejohn 'wet signatures' need to be added to the AGAR (Annual Governance and Accountability Return) in the same order as previous years.
 The Chairman and the Clerk then individually signed and dated the document in full view of those present.
- e) The Annual Accounts for the financial Year 2019-20 had been prepared, signed by the Internal Auditor, and circulated to all councillors. It is proposed by Cllr Merchant, seconded by Cllr Lofts, with all in agreement that the Chairman sign these off as a true and accurate record. The Chairman signed the annual accounts document in full view of those present.
- f) The Accounting Statement for the Year 2019-20 had been prepared and circulated to give councillors the opportunity for full and proper consideration of the details therein. It is proposed by Cllr Wagstaff, seconded by Cllr Merchant, and agreed by all that this be accepted and signed as approved. **As advised by the appointed external auditors PKF Littlejohn 'wet signatures' need to be added to the AGAR (Annual Governance and Accountability Return) in the same order as previous years.** The Chairman and the Responsible Financial Officer then individually signed and dated the document with today's date 10/06/2020 in full view of those present. The Clerk will now complete and submit the required paperwork to PKF Littlejohn for External Audit. The public inspection period for the 2019/2020 accounts will be from the 15th June 2020 to 24th July 2020. This will be published on June 12th via Radnage.net together with the required accounting paperwork.
- g) The payments for May 2020 as previously circulated were approved as proposed by Cllr Wagstaff, seconded by Cllr Lofts, 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**

8. Village Hall.

Update on Village Hall Matters:

The playground remains closed, and gates locked.

- The playground contractor has been on site for the planned painting and maintenance on the older equipment and the work will be inspected for completeness and quality.
- The area will be opened again to the public as soon as Government legislation allows.

- **Maintenance / Electrics / Repairs:**

During the closure of the Village Hall it has been possible to get up to date with maintenance and necessary works. The planned electrical updating works has now been completed and signed off. The heating controls and RCD within the main kitchen area can now be scheduled.

The appointed handyman has begun the task of repointing/repairing the patio area and the annual inventory by the Bookings Clerk has been completed. It is noted that some sundry items will need to be replaced and will be actioned in due course.

A hand cleaning station has been created at the entrance to the Village Hall in readiness for re-opening – whenever that is possible and safe to do so.

There has been a problem with vermin within the roof space which has been addressed. The outside drain, thought to be a point of entry, will be blocked up (concreted). There is some residual effect with flies but this is now minimal.

The large refuse bins have been removed and replaced with new, clean ones.

Ash and Elder growing against the rear of the building has been cut back and the roots treated.

Keyholders and sets of keys held have been reviewed.

Previous record files need to be archived.

When further Government guidance is received regarding the re-opening of Village Hall buildings this will be interpreted as to how this can be done safely for our staff, councillors, volunteers, hirers and visitors.

- **Driveway refurbishment:**

Discussions regarding the repair / resurfacing of the driveway and parking areas is ongoing with further site visits pending. A decision can then be made regarding patching or full scalp and re-lay. Options that had been previously discussed (budget meeting 2019) were for a short term fix and also for a longer term solution with the possibility of providing 'additional parking spaces' outside of the site - either by the main gate or to the end of the playground itself. A proposed option was moving the main gate further into the driveway to provide an area for parking spaces 'on the outside' (allowing gate to remain locked between hirers) so that people could visit the recreation ground and/or playground from further afield.

- **Village Hall Manager:**

The Village Hall Manager provided a report to the Council of progress made, as covered above.

- **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. Due to the situation with Covid-19 and future requirements, extra cleaning and hygiene measures will be put in place to ensure the safety of hirers, colleagues and visitors.

- **Bookings Clerk:**

Throughout the current and ongoing Covid-19 situation our Bookings Clerk has continued with administration of Village Hall matters, sorting out existing bookings, completing a thorough inventory and ensuring that any enquiries are dealt with, always keeping an eye on the hall and surrounding areas etc. The Parish Council agree that more work is always completed than is expected and that it is always in the best interest of the Village and the Village Hall. It is proposed by Cllr Nikiel, seconded by Cllr Merchant, and agreed by all that the standing order monthly payment arrangement will continue.

9. Risk Assessment/Open Spaces.

- The playground remains closed with the gates locked, due to the shared nature of the equipment and the potential for close contact. The area will be opened again to the public as soon as Government legislation allows.
- The playground contractor has been on site for the planned painting and remedial works to the older equipment and the invoice submitted. Upon inspection it is thought that the standard of finish is not as expected and is being discussed with the contractor. Payment is currently withheld pending a resolution. Full budget and options for the provision of new equipment / outdoor gym is still pending.
- Following complaints about repeated dog fouling at the Chapel Pond site additional signage has been put in place. This problem will remain on the Agenda for future meetings.
- The burial ground remains closed.
The burial of Peter Dodwell took place on April 15th
It was confirmed that the revised Memorial application for Simon Mullett takes into account the changes that were suggested to comply with the Diocese of Oxford Guidelines, and so, on this basis and with the amendments made, the Parish Council are in full agreement for it to go ahead. The family will be notified.
ACTION: CLERK
- 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.
- Quotes are pending for the necessary repairs / replacement of the boards.
- The Clerk reports that several companies have been contacted to quote for necessary cleaning and repair to the War Memorial with 2 responses received to date. Further details will be included in the July meeting.
- The Green End Road Pond Project is progressing. The wood and scrub to the rear has been cleared and removed from site, as has the elder and scrub rose from the front. Local soil has been used to build up the left, right and back banks and has been levelled and landscaped so that it can be easily mown and to make it possible to walk all the way around the Pond. A boundary fence has also been erected. The pond itself is not suitable for clay puddling as it is too small and sides too steep and so a liner will be used. The reeds will need to be dug out and rooting system removed (the pond will then be roughly 1ft deeper). The cost for the required works is estimated at substantially over the budget allowed, despite securing reduced costings from contractors. It is 'possible' that a smaller liner could be sufficient but this will not be known until the excavations and groundworks are complete.
Upon completion a native mix of flowering hedge can be planted in front of the fence. The seating bench has already been obtained and is ready to be installed as soon as the site is ready together with signage recognising the support of Wycombe District Council. It is suggested that local school children can be engaged with the site with the provision of a Bug Hotel and perhaps sowing wild flowers. The Parish Council are very pleased with the work to date and following discussion it is resolved that at least an additional two quotes are obtained for the earthworks, as the proposed cost of £5820 for this seems high. Despite being over budget it is resolved that this is a valuable and worthwhile project for Radnage and so it is proposed by Cllr Nikiel, seconded by Cllr Lofts, and agreed by all that the maximum amount payable for this project is £17,100 – subject to sight and submission of further quotes.
- A clear up at the rear of the site is required where adjacent residents have placed unwanted materials. Cllr Lofts will lead this project and recruit volunteers to assist. **ACTION: JL**
- A base has been put down on the Common for vehicles which is not permitted. The Common is an area of Radnage that must be protected for Radnage and for future residents in the area. Residents of the Common may need to be reminded of their responsibilities and the requirement for them to adhere to them. Posts are suggested to prevent access but this area should remain 'accessible to all' and satisfy the Deeds of Easement that have been previously granted to properties across the Common. This matter will be considered further by Cllr Nikiel and Cllr Merchant and discussed at the July meeting. **ACTION: RN / EM**

10. Website and Facebook.

Cllr Lofts had previously circulated a recommendation for a Parish Council Facebook page for agreement on within the proposal. 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. It is thought and 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 informs 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. **ACTION: CLERK**

11. Councillor Election / Co-option

The Parish Council currently have 2 vacancies and a Notice of Casual Vacancies will be publicised as soon as possible. No elections can take place until May 2021 and so new councillors may be co-opted.

12. Allotment & Pasture Renewals

a) The Clerk reported that following distribution to all allotment / pasture holders of the revised Allotment Tenancy Agreement Licences and annual renewal notices, most had paid the annual amounts due but many had not signed and returned the required documents despite follow up reminders.

13. Buckinghamshire Council

Regular updates have been received. The latest covered Covid19 testing at local sites (Amersham, High Wycombe, Aylesbury), face coverings on public transport, opening details of recycling centres and collections (normal), parking, shops/businesses trading etc. Radnage comes under Ridgeway West that has 4 councillors. The Shadow Executive has 17 members (District & County) as the new Cabinet with Martin Tett as leader. Planning is dealt with through the Strategic Planning Committee under Wycombe – Western Buckinghamshire Planning Area. The Local Area Forum was 19 but now has 16 Community Boards and for Radnage is North West Chilterns.

14. Bledlow Ridge Recycling Centre.

A decision regarding planning determination was due on March 23rd but this has been postponed until June 11th due to delays and objections. The Ministry of Housing, Communities and Local Government (MHCLG) application has been deferred to July 9th. The Heads of Terms cannot be finalised at this stage and so the site is unlikely to open until at least September. The operator for the site is still on standby but an Environment Agency Licence will still be required which can take 2+ months.

15. Broadband Coverage

Cllr Lofts reports that most people within Radnage have now been connected with just one or two properties still under review. OpenReach are now actually volunteering to put households on fibre which is a real breakthrough. Monthly expenses have been submitted for the required router and it was unanimously agreed to include in the payments for this month. Thanks are extended to Cllr Lofts for his efforts with this project.

16. Village Skip Scheme.

The planned provision of a another skip fro April 24th-25th was cancelled due to the current and ongoing regulations around the coronavirus Covid-19 situation. This will be rescheduled when the situation allows.

17. MVAS.

The MVAS units are currently awaiting recharge and relocation. Cllr Merchant and Cllr Nikiel will meet up to discuss.

ACTION: RN/EM

18. Clerks Matters – including late received correspondence.

- Drive-In Cinema – The Clerk proposes that the council consider the provision of a Drive-In / Open Air Cinema (with 1-4 films during the day) at the Village Hall Recreation Ground as a way of bringing the village together to say a big Thank You to our residents who have come together and supported each other, and many who have volunteered and put themselves forward to help others in so many ways since the Covid-19 situation began. The proposal is to hold this event during July / August with final costings and film details to be agreed. Details will be circulated to all councillors for consideration and comment. County Cllr Carl Etholen offers to look at availability of a Community Grant for this project. The Clerk will submit the application if required.
- There have been some instances of fly-tipping on Bowers Lane with some items having identifying details which the Clerk forwarded to the officer who visited the site, and who will now pursue this case.

ACTION: CLERK

19. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 8th July 2020 at 8pm**, to be held remotely via Zoom.

The formal meeting closed at 21.45 hours

PUBLIC SESSION

No members of the public were now present and so no public session took place.

The Chairman closed the meeting at 21.45 hours.

Chairman's Signature: R. Nikiel

Date: 8th July 2020