

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 13th MARCH 2013 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robin Fawell, Vice-Chairman Ms Elizabeth Fynn, Mr Martin Blakstad, Mr Lew Perring, Mr Roy Pitcher and Clerk Mrs Gill MacKenzie.

1. Welcome and Apologies for Absence.

The Chairman welcomed everyone to the meeting with a particularly warm welcome extended to our District Councillor's Michelle Neudecker and John Gibbs. Apologies for absence had been received from Cllr Sue Jones (family commitments) and Cllr Tim Tordoff (business).

MEETING CLOSED FOR PUBLIC SESSION

Cllr Gibbs advised that the joint waste contract was now up and running and reminded the council that County Council elections were coming up in the next few months. A short discussion followed on the perceived constraints on parish council when commenting on planning applications.

MEETING REOPENED

2. Declarations of any pecuniary interests.

No declarations were received.

3. Acceptance and signing of minutes of Meeting of the Parish Council held on 13th February 2013.

It was proposed by Cllr Fawell, seconded by Cllr Pitcher with all in favour that the minutes of the meeting held on 13th January be accepted as a true and accurate record. The Chairman signed and dated the minutes.

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

There were no items to report that were not otherwise included in this agenda.

5. Planning.

It was noted that the council had no objections to the following recent planning applications:

- Land Formerly known as Ponds Farm: Demolish the existing building and erection of 1 x 2 bed dwelling.
- Bennett End Farm Householder application for construction of extension to existing stable block for tractor store, and associated provision of hardstanding and alterations to eastern boundary.
- Although the council had no objection to a request by residents at Lantern Cottage for an application for erection of replacement storage sheds (retrospective), they commented that perhaps the sheds could have been sited elsewhere on the site without affecting the visual aspect referred to in the letter of objection on behalf of the neighbour.

6. Finance

a) The Clerk reported that as at 29th February the current account had a balance of £5,051.68 and the deposit account a balance of £22,081.65 representing interest of £1. The monthly budget summary had been distributed and there were no questions arising from this. The Clerk reminded council that the introduction of RTI for payments under the PAYE scheme was mandatory with effect from the next financial year starting in April.

b) The approval of payments for March 2013 was proposed by Cllr Fawell, seconded by Cllr Perring with all in favour and Cllrs Fynn and Blakstad signed the cheques.

7. Village Hall

a) A report prepared by Cllr Jones was presented by Cllr Fynn.

The cleaning cupboard and the Toddlers' Group storage have been changed over. Thanks were expressed to Cllrs Fynn and Perring for their help with this. The Toddler equipment was to continue to be stored under lock and key for their insurance purposes. As there is still water coming in at the new front door, the contractor is to send a sealing strip to affix to the bottom of the door, which Cllr Perring had offered to install. The 10 year certificates of guarantee for the windows and the doors were expected this week. Due to the very cold weather, the hall heating temperature has been raised a few more degrees to help with the Pilates classes. This will be monitored and reduced when the weather improves.

The first aid boxes, additional fire exit signage, baby changer, kitchen door kick-plates and cutlery had been purchased and were awaiting installation/receipt. Changes to advice from HSE now advises that the law simply requires employers to ensure that electrical equipment is maintained in order to prevent danger. It does not state that every item has to be tested, or how often testing needs to be carried out. The recommendations are that a knowledgeable person should inspect the appliances and record their findings on a regular basis. Cllr Perring offered to carry out this check and to keep a record of checks.

ACTION: LP

Hiring's were not at expected levels and a short discussion on how an increase in advertising might help improve this situation took place. The Clerk advised that existing adverts in both Contact magazine and Village View had been updated so as not to appear 'tired'.

- (i) Following a short discussion it was agreed that additional crockery should be purchased to increase the inventory of large plates and bowls and should mean there would be no need to restock for some years and would seem to be a cost effective solution. It was proposed by Cllr Fynn, seconded by Cllr Perring with all in favour that a cost of up to £176 be allocated for this purchase.

ACTION: EF (SJ)

b) Due to the absence of the Village Hall Manager the review of the appointment of the Village Hall Lettings Administrator did not take place and was deferred to a later meeting.

8. Open Spaces

a) Cllr Blakstad advised that the Burial Ground continued to appear in a tidy state however, a letter received from local residents had been received asking for help in preventing a walkway appearing over a family grave. On inspection, wildlife 'traffic' could not be ruled out and the 'path' appeared to be within the Churchyard rather than the Parish Burial Ground. The Clerk was tasked with advising the PCC of the situation. The Clerk was also asked to include an article in Contact magazine requesting that only biodegradable items be placed in the compost area and that all other rubbish should be taken home for disposal.

ACTION: Clerk

b) The Clerk advised that allotment fees would be due at the beginning of April and there were only a couple of plots known to be available at present/on renewal.

- (i) A request for an allotment plot had been received from the village school. This was received favourably by councillors with all agreeing to allow the school to take up an allotment. Cllr Pitcher agreed to follow this up with the head of the school with a view to allocating either a full or half plot at City Allotments.

ACTION: RP

c) Common Land/Open Spaces matters:

- (i) A quotation for the provision of a gate in the smaller entrance way to playground had been received and it was proposed by Cllr Perring, seconded by Cllr Blakstad with all in favour that the sum of £395 be allocated from funds for this work. Cllr Pitcher agreed to follow this up.

ACTION: RP

- (ii) The Clerk reported that the majority decision from tenants in response to a request for Chapel Allotments to be included in the Garden Sunday programme for 2013 had been in agreement and

that the Garden Sunday organising team had been advised. (Sec's note: The allotments opening times have been advised as 12.00 noon to 3 pm on Sunday 9th June 2013).

(iii) A complaint about litter along Bottom Road had been received. Councillors acknowledged that there were several residents who picked up litter throughout the village on a regular basis without any thanks or recognition. The Clerk was asked to thank these 'litter fairies' in Contact magazine.
ACTION: Clerk

9. Risk Management. Councillors were reminded of the continued need to review elements in the Register and record action within their individual areas of responsibility.

10. Clerks Matters.

The Clerk reported that she had attended an audit training organised by BMKALC and delivered by Mazars and that she had found it worthwhile and informative. The strong recommendation was that councils with a turnover of less than £250K per annum should adopt the Receipts and Payments format, which this council had transferred to the previous year. The training also provided advice on the calculation of fixed assets and the need for councils to maintain a general reserve of either 3 month or 1 year of operating costs and should also contain redundancy payments.

A brief update on the investigation being undertaken on the Black Barn on the Common had been received advising that the historical research had been completed and that comments were expected from both the Chiltern Society and the Conservation Officer at WDC.

11. Forthcoming Meetings and Attendees.

(i) No forthcoming meetings requiring councillor's attendance had been notified.

(ii) Plans for the Open Meeting on Wednesday 15th May 2013 were discussed and it was decided that pictorial displays would not be put up and that a 'lighter' approach should be taken with residents being encouraged to come and meet their councillors (and to hear a resume of the councils work over the past year) as well as to give an opportunity for the improved Village Hall facilities to be viewed. The Clerk agreed to change the format of the advert for the Open Meeting with a view to encouraging attendance.
ACTION: All

12. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council was to be held on Wednesday **10th April 2013** at 8pm in the Village Hall.

The meeting closed at 21:15 hours.

There was no further public session.

Chairman's Signature:

Date:

Appendix 1

Cheques to be recorded as previously authorised:

Cheque number 2521 Nisbets – cutlery and first aid equipment £74.30 + VAT
Cheque number 2522 Hygiene supplies direct ltd baby changer and liners £133.77 + VAT

Cheques approved:

Cheque number 2523 Michelle Skidmore – Village Hall admin – February £292
Cheque number 2525 G MacKenzie – clerks salary and expenses £392.03
Cheque number 2526 Village Hall hire deposit return T Howden £50
Cheque number 2527 Village hall deposit return D Thompson £50
Cheque number 2528 Annual membership BMKALC £106.88
Cheque number 2529 BALC for Audit training workshop £46.78
Cheque number 2530 SLCC Membership £100
Cheque number 2531 S Jones (Morrells) specialist floor cleanser £6.19 + VAT
Cheque number 2531 S Jones (Amazon) fire signage £17.76
Cheque number 2532 HMRC Tax and NI for salaried staff £290.80
Cheque number 2533 Pace Fuelcare – heating fuel VH £761.29 + VAT
Cheque number 2534 Adnams and Bryant – electrical contractor for installation of fire detection system £891.60

Electronic transfer
Direct Debit Debbie White – Village Hall cleaning – February £168
Direct Debit Southern Electric – Village Hall monthly direct debit £90
Direct Debit Sita UK Ltd – Village Hall Waste £tbc
Direct Debit BT – Village Hall phone £52.60 +VAT