

PARISH OF RADNAGE

A MEETING OF THE PARISH COUNCIL WAS HELD ON WEDNESDAY 11th MARCH 2020 AT 8 PM IN RADNAGE VILLAGE HALL

Present: Councillors: Chairman Mr Robert Nikiel, Cllr Mr Everton Merchant;
Cllr Mr Darren Ungless; Cllr Mr David Vernon, Cllr Mrs Morag Wagstaff,
County Cllr Carl Etholen and Clerk Mrs Lin Freeth.

There were 4 members 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.

Apologies for absence had been received from Cllr Mr Jez Lofts and District Cllrs Shade Adoh and Saeed Saddique.

MEETING CLOSED FOR PUBLIC SESSION

- A resident and allotment holder raised some questions in relation to the newly revised and updated Tenancy Agreement documents that have now been received for the coming year. Of particular mention were the requirements over maintenance of fences/gates, the upkeep of hedges and the responsibility of any visitors to the Allotment Garden. The Clerk explained that the new documents were from the National Association of Local Councils with advice from BMKALC (Buckinghamshire & Milton Keynes Association of Local Councils) and with additions from the National Allotment Society. Further information will be sought and reported back as necessary. The Parish Council were thanked for all that they do which was gratefully received.

- A resident raised the previously discussed, and ongoing, matter of secondary school placements and school transport for local children. Catchment areas have become smaller and new regulations have now been published. It appears that in the latest secondary school allocations no places were given to local children at Icknield Community College, Cressex School, Great Marlow or the Royal Grammar School, instead being allocated to Lord Williams and Princes Risborough schools. The information and petition details provided in November 2019 to Anita Cranmer, Cabinet Member Education and Skills, ahead of the cabinet meeting has not yet received a satisfactory response. County Councillor Carl Etholen, being present this evening, will contact Anita Cranmer again to elicit a response, and to obtain further information of the person at BCC tasked to check out the online petition. Cllr Wagstaff suggests that it would be most useful to receive information from the preceding 3 years on allocations by preference, and by ward, to ascertain if the trends are actually supported by the available data. Also if information is available as to how many families achieved their first choice of school in Buckinghamshire. Cllr Ungless suggests a parent steering group be set up to continue efforts in this matter.

- The matter of dog poo was raised and the way in which it is disposed of. Clarification will be obtained as to the current regulations and if contractors, through WDC, could be used to carry out disposal.

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 the Ordinary Meeting of the Parish Council held on 12th February 2020.

The minutes of the meeting held on 12th February 2020 were approved as proposed by Cllr Wagstaff, seconded by Cllr Ungless, and agreed by all as a true and accurate record. The Chairman signed and dated the minutes.

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

a) The Clerk reports that the provision of a further Village Skip has now been booked as agreed.

5. Planning.

a) To note planning decisions:

- Case Ref: 19/07406/FUL - Middle Barns, Ashridge Barn - Application for demolition of existing buildings and erection of replacement dwelling (alternative scheme to 18/06822/FUL). Application Permitted.
- Case Ref: 19/07677/FUL – Radnage House, Green End Road - Application for erection of an agricultural store to house a tractor, equipments and hay bales. Application Permitted.

b) To consider planning applications:

- None had been received for consideration at this meeting.

c) Awaiting decision:

- Case Ref: 19/07437/FUL - Bella Vista, City Road - Development of extant ancillary residential outbuildings as an independent residential dwelling.

- 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.
- Case Ref: 19/08085/PNP6A - Prior notification application OS Parcel 8400 Radnage Common Road.

d) Planning Control:

- There was nothing further to report at this meeting.

e) To discuss potential development on agricultural land – There is nothing further to report at this time. Information will be obtained in respect of any progress on matters relating to developments on the land on Church Lane and on land adjacent to Cross Lane Pond. **ACTION: CLERK**

6. **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 Nikiel, and agreed by all. It was noted that the monies to carry forward from last year have been committed and the funds are being spent wisely on carefully considered projects. As at 29th February the Business Account held a balance of £31,087.31 representing interest of £1.36 for the last month, and the Treasurers Account a balance of £44,029.73
- b) Lucy Stupples of Autumn Cottage Ltd in West Wycombe, providing book-keeping and accountancy services to sole traders and small businesses, undertook the internal audit in 2019 and had indicated that she would be prepared to act as the internal auditor again for this year.
The Clerk suggests the appointment of Lucy Stupples as internal auditor and this is proposed by Cllr Nikiel, seconded by Cllr Vernon and agreed by all. This will be carried out at the end of April.
- c) The Clerk raised the matter of payments made to regular suppliers and providers who increasingly require electronic payment and the increasing difficulty for them to accept payment by cheque. It is agreed by all present that BACS payments for regular suppliers can be made by the Clerk with a bank receipt included with the invoice for the Parish Council accounting records. **ACTION: CLERK**
- d) The Clerk reported that a late expected invoice had been received from Pace Fuelcare for the oil delivery to the Village Hall for £450.85, and also from BT, and these are included for payment.
The payments for February 2020 were approved as proposed by Cllr Nikiel, seconded by Cllr Wagstaff, and agreed by all. Cllr Wagstaff and Cllr Ungless undertook the signing of the invoices and cheques.
- e) Cllr Ungless reported that he attended the recent meeting of the Radnage WI to receive their cheque for £200 towards the planned playground equipment and improvements. Grateful thanks were extended to them for this and a letter of thanks will be sent. **ACTION: CLERK**

7. **Village Hall.**

Update on Village Hall Matters

• **Maintenance / Electrics / Repairs:**

- The new First Aid kits have been received and the old ones donated to the Radnage 1st Scout Group for the practice of first aid skills.

- The replacement of the electric panel and oil tank bund are in progress. **ACTION: RN**

- The amount of £2k was budgeted for to re-scalp the Village Hall access driveway. However, due to the deterioration of the surface alternative quotations have been obtained for tarmac (hot tar + chippings) and for scalplings, with edges protected to prevent erosion with costings being significantly higher than budgeted for. Two further quotations will be sought. **ACTION: RN**

• **Village Hall Manager:**

- The new Village Hall Manager has been appointed and is now in post and good progress is being made. The maintenance schedule is being worked through and interior decorating is being considered. The patio area has been pressure washed, guttering cleared and cleaned, entrance & outside windows cleaned, with the exterior windows scheduled for week commencing March 16th and an oil delivery is booked.

• **Utilities Providers:**

Cllr Ungless not present and so an update is expected at the next meeting. **ACTION: DU**

• **Other matters (carried over from previous meeting):**

- Village Hall Risk (disclaimer) signage will be displayed as previously agreed. **ACTION: DU**

- Quotes for the provision of static road signage directing visitors the the Village Hall and Play Area are still to be provided. **ACTION: RN**

- A copy of the Radnage Raiders Public Liability Insurance details is pending. **ACTION: RN**

- Paperwork to complete the file in respect of any potential claims are to be sent to the Clerk. **ACTION: RN**

- Details of Radnage Primary School's Insurance details is pending. **ACTION: EM/RN**

- Quotations for boiler electrics to be supplied. **ACTION: RN**

- The underside base of the ladies toilet door will be sealed to prevent any further damage. **ACTION: RN**

• **Village Hall Cleaning Contract:**

- The Clerk reported that there have been two responses received which will now be followed up by Cllr Nikiel / VH Manager. Due to the situation with Covid-19 extra cleaning and hygiene measures will be put in place to ensure the safety of hirers, colleagues and visitors. **ACTION: RN**

- The Clerk reported that the Village Hall advertising artwork had been amended with all in agreement that it was as required for use in Contact magazine and for the May Fayre. The Clerk will ensure that it is submitted. **ACTION: CLERK**

8. Risk Assessment/Open Spaces.

- a) The Clerk confirmed that the monthly playground inspection report had been received from Cllr Ungless still noting the peeling laminate on the basketball stands and the decay of the multiplay equipment.
- b) As agreed at the February meeting works to repaint and repair the slide and see-saw, and to remedy the multiplay equipment will proceed and are scheduled to be carried out at the end of April. Colour scheme to match existing.

Options for the provision of outdoor gym equipment is still being looked at and quotes have been obtained for new wooden play equipment which carries a 20 year warranty. Full details and budget to be supplied. The possibility of allocating additional parking spaces outside of the gated recreation ground site was discussed. Suggestions were adjacent to the playground area or by the main access gate. This would enable more people to access the area and to enjoy the new equipment once installed.

- c) The number of dog fouling complaints has reduced and the situation appears to have improved. Additional signage will be used and editorial included once again in Contact Magazine. This problem will remain on the Agenda for future meetings.
- d) Cllr Nikiel reported that the burial ground inspection details will follow.
St. Mary's PCC have carried out a clean-up of the Churchyard and Cllr Nikiel has undertaken to do the same for the Parish Burial Ground.

Further queries have been raised with St. Mary's in relation to discrepancies between the memorials within the burial ground and those within the churchyard. The Parish Council have a commitment to comply with the Diocese of Oxford Guidelines, as adopted and discussions have been had regarding the additions and embellishments that have been introduced to some of the memorials within the burial ground, which are not permitted. The families concerned will be contacted so that this problem can be resolved.

ACTION: RN/CLERK

- e) The Clerk reported that no volunteers have been found to take over the overseeing and general maintenance of the bus shelters and noticeboards. This will continue to be included Contact. Cllr Ungless will check each noticeboard and repair / remove as necessary.

ACTION: CLERK/DU

Quotations are still pending to replace the existing 6 noticeboards and consideration will be given to their existing locations and whether additional boards might be required.

ACTION: DU

- f) Nothing further to report.

- g) The Green End Road Pond Project contractor has put the project on hold. The ground in the location is water logged so is impossible to progress without generating a large amount of mud and covering the public highway. It would then be unfeasible to be able to clean the road at suitable intervals, resulting in a potential danger for road users. They have offered their assurance that they will continue to monitor the conditions and works will resume as soon as it is safe for the public and their workers.

- h) Cllr Lofts will provide an update at the next meeting.

ACTION: JL

- i) The run-off at the bottom of Radnage Common Road is not clearing. This has been reported to TfB who will carry out the necessary work in April. This matter will be raised at the GLRA Annual meeting.

ACTION: RN

9. Allotment & Pasture Renewals.

- a) The Clerk reported that the revised and update Allotment Tenancy Agreement Licences and annual renewal notices have been sent to all allotment and pasture holders.
- b) The Clerk reported that a total of 7 expressions of interest had been received as potential tenants at the Bennett End Wild Flower Meadow. Cllr Nikiel has had a site meeting with each interested party to discuss the requirements and any plans for the site. The Parish Council are pleased to be able to offer the Licence to a resident who lives close by and who is well suited as the new tenant. The Clerk will progress the necessary paperwork.

ACTION: CLERK

- c) The Clerk had circulated the revised Allotment Tenancy Licence Agreement document, in line with NALC recommendations. It is resolved to agree and adopt the document as proposed by Cllr Nikiel, seconded by Cllr Wagstaff, and agreed by all.

ACTION: CLERK

10. 2020 Elections

The Clerk reported that the documents and associated information had now been received for the forthcoming elections. The potential Candidates pack was given to those Councillors present (DU, DV, RN, EM) who wish to stand for election to the Parish Council. The process will begin on March 31st. Candidates & Agents Briefing sessions will be held at Wycombe District Council tomorrow, March 12th which the Clerk and Cllr Nikiel will attend. The elections will take place on May 7th with the Counts taking place on May 8th (Unitary); May 9th (Parish & Town Councils) and May 11th (Police Commissioner). Signage will be obtained to place on the Radnage access roads to encourage potential candidates to come forward.

ACTION: CLERK

11. VE Day 75th Anniversary Commemoration May 2020

Cllr Nikiel reported that discussions are ongoing for this 'Radnage Revival' event which will be held on Sunday May 10th at the Village Hall and Recreation Ground from midday. It is agreed that the Parish Council will not make a charge for the use of the Village Hall for this Community occasion as it is not a 'ticketed' event, with no money involved, and is not to raise money for any cause/organisation. The Parish Council are please to support this National event to bring people together and hope that it will be a part of the annual calendar for Radnage. Visitors will bring their own food and drink.

ACTION: RN

12. Broadband Coverage

Cllr Lofts is not present and so an update will be received at the next meeting.

ACTION: JL

13. Bledlow Ridge Recycling Centre.

County Cllr Carl Etholen reported that the planning application is due to be determined on March 23rd and a site operator is in place should the application be successful. It is hoped that funding can be secured from Wycombe District Council before the formation of the Unitary. It is planned that 30% of the profit from the site will be put back into the community with the Community Interest Company considering bids for local projects. A Business Plan has been produced to 2025 and finalising of Head of Terms for the Lease is underway.

14. Defibrillator – Village Hall.

There is nothing further to report at this time. A location for the second unit is still to be confirmed.

15. MVAS.

The second MVAS unit is in constant operation in City Road, outside of Radnage School. The device located in Green End Road needs to be checked for brightness settings and recharged.

ACTION: RN/EM

16. Local Crime.

There have been 2 incidences of fly-tipping of builders waste in Sprigs Holly Lane. These were both reported via FixMyStreet and have now been cleared.

17. Buckinghamshire Best Kept Village Competition.

Councillors unanimously agreed for Radnage to enter the 2020 competition following the positive comments received in the last 3 years of entering this competition. Details will be included in Contact. Payment of the £25 entry fee is proposed by Cllr Nikiel, seconded by Cllr Merchant, and agreed by all. The Clerk will complete the necessary paperwork and submit our entry.

ACTION: CLERK

18. Clerks Matters – including late received correspondence.

- Coronavirus – a poster has been received and included on all Noticeboards and on the website. The situation will be closely monitored and actions taken as necessary.
- The Clerk will not be present at the April meeting.

19. Forthcoming Meetings and Attendees.

a) To hear a report from recently attended meetings.

There have been no meetings or training sessions attended in the preceding month.

20. Date of Next Meeting:

The next Ordinary Meeting of the Parish Council is scheduled to take place on **Wednesday 8th April 2020 at 8pm**, to be held in the Village Hall.

The formal meeting closed at 22.10 hours

PUBLIC SESSION

No public session took place.

The Chairman closed the meeting at 22.10 hours.

Chairman's Signature:

R. Nikiel

Date: 10th June 2020